



## HR47 POSITION DESCRIPTION NEERIM DISTRICT HEALTH SERVICE

Position Title: *Cook/Chef/Kitchen Assistant*  
Program: *Organisation wide*  
Reports to: *Catering and Environmental Services Manager*  
Supervises: *Catering*

### **Our Purpose**

To provide high quality care in an environment in which the organisation can flourish

### **Our Vision**

To be considered the most highly valued provider of community and individual wellbeing

### **Our Values**

A passion and commitment for what we do

Professionalism, respect for all and a commitment to diversity and social inclusion

A commitment to quality and continuous improvement

Enthusiasm in working together for a common goal to meet the changing needs of our community

### **Organisational background:**

Neerim District Health Service (NDHS) is a private not for profit entity owned by its members. It is incorporated under the Associations Incorporation Reform Act (2012) and is located in the township of Neerim South with a population of 1300.

NDHS has a 90-year history serving the community and there is strong community support and ownership of the organisation. NDHS has a Board of Management elected from the local community who have a strong mix of professional skills and an active interest in the community and its development.

The organisation has a mix of services including:

- 25 register residential aged care beds with full Accreditation achieved in April 2018
- 8 hospital beds
- 10 bed active day procedure theatre with a mix of public and private surgery
- Commonwealth funded Short Term Restorative Care (STRC) Packages
- NDHS is registered with the Department of Health and Human Services as a private hospital
- Provision of Meals on Wheels services

NDHS has the equivalent of 40 full time staff made up of approximately 90 full time, part time or casual staff. There is also a very active volunteer base.

**Position objective:**

The Cook/Chef/Kitchen Assistant is responsible to the Catering & Environmental Services Manager for cooking and kitchen assistant duties.

**Organisational responsibilities:**

- Perform duties within the context of NDHS philosophy, values and policies and procedures
- Acknowledge and respect the diversity in the nature of our residents, patients and clients and the many aspects of their lives – physical, psychological, spiritual and social
- Work as per your contract of employment, relevant Award / Agreement and agreed roster
- Read and understand all policies and procedures including all revised policies and procedural documents
- Understand and work within the Risk / Quality Management Framework and Infection Prevention framework including policies, procedures, tools, templates and reports as applicable throughout the organisation
- Work within the parameters of general legislative compliance – including but not limited to OHS laws and guidelines, Fair Work Australia Act, Aged Care Act, Privacy Act, Health Records Act
- Follow the objectives of the strategic and operational plans as directed by the CEO

**Position responsibilities:**

- Daily preparation and cooking of meals for residents, patients and meals on wheels clients.
- Accommodate dietary requirements for residents and patients
- Ensure all requirements of the NDHS Food safety Program are implemented and monitored in collaboration with Manager
- Work within budgetary allocation in collaboration with Manager
- Participate in stock ordering as delegated by Manager
- Assist in the preparation of food
- To assist in the preparation and serving of meals to patients and residents
- To assist in kitchen cleaning, stock take and storage of stock including checking deliveries

**Key Selection Criteria:**

- Recognised Commercial Cooking qualifications as a minimum
- Current Food Handlers Certificate
- Strong personal ethics and a conscientious approach
- Well-developed verbal and written communication skills
- Empathetic to values of NDHS
- Commitment to continuous quality improvement
- Excellent time management skills and the ability to manage many different demands and work priorities
- Demonstrated computer skills at the level required to fulfil the role

**Qualifications:**

- Recognised Commercial Cook qualifications at minimum.

- Food Handlers Certificate

**Desirable Skills & Competencies:**

- Experience in a health setting including aged care or aged care related field
- Experience in a Not for Profit organisation

**Employment conditions:**

- Salary and conditions are in accordance with the NDHS EBA
- NDHS operates under an Equal Opportunity Policy and Occupational Health & Safety Policy in accordance with current legislation.
- Effective risk / quality management is a core competency expected of everybody involved at NDHS
- The Cook/Chef/Kitchen Assistant is expected to conduct her/himself with professional integrity towards residents, patients and clients
- Under the Accident Compensation Act, it is the applicant's duty to advise NDHS of any pre-existing condition, which could be aggravated by the type of employment they are applying for. Failure to do so seriously jeopardises any entitlement the employee might have for a work-related aggravation of that non-disclosed pre-existing condition.
- Under the relevant State and Commonwealth legislation all applicants are required to undergo a National Police Check and a Statutory Declaration is required for any staff working in aged care along with a Working with Children's Check

Responsibilities stated herein reflect the primary functions of this job and should not be construed as an exhaustive list of duties.

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_