

NGANAMPA HEALTH COUNCIL INC. POSITION DESCRIPTION

Position Title	Cook
Location	Tjilpiku Pampaku Ngura: Pukatja
Agreement	Nganampa Health Council Incorporated (Inc) Health Services Employees Enterprise Agreement 2016
Classification	Level 2 - 3
Responsible to	Residential Care Manager

KEY RESPONSIBILITIES

- The Tjilpiku Pampaku Ngura Cook is responsible for the preparation of nutritious meals for residents of the aged care facility, and the preparation of Commonwealth Home Support Program (CHSP) meals for CHSP clients in the Pukatja community. The Cook has overall responsibility for management of the facility kitchen, equipment and stores, and responsibility for the supervision of other kitchen staff.

JOB DUTIES

- Prepare nutritious meals for residents at Tjilpiku Pampaku Ngura and for CHSP clients in Pukatja community
- Order catering supplies within budgetary allocations and manage stock control
- Coordinate and supervise other kitchen staff in consultation with the Residential Care Manager
- Supervise the serving of meals
- Ensure the dietary needs of residents are met, including individual or particular dietary needs related to clinical status and the provision of culturally familiar foods
- Maintain a clean and hygienic work environment
- Participate in the orientation of all new staff at Tjilpiku Pampaku Ngura
- In consultation with the Residential Care Manager, undertake staff development for all Tjilpiku Pampaku Ngura staff in relation to safe and hygienic food storage, preparation and handling procedures
- Comply with and implement the Aged Care Program Kitchen Policy and Kitchen Code of Practice, and provide input into the ongoing review of these
- Promote and participate in continuous quality improvement at Tjilpiku Pampaku Ngura



- Inform the Residential Care Manager of incidents and issues pertinent to the effective and efficient operations of the kitchen
- Report any incidents or accidents relevant to the operations of the kitchen or to the safe and hygienic storage, preparation and handling of food
- Comply with all external regulatory requirements related to food services
- Participate in annual performance review/staff planning
- Participate in staff meetings
- Undertake other duties as directed by the Residential Care Manager
- Comply with Occupational Health Safety and Welfare (OHSW) policies and contribute to the development of any OHSW policies and procedures in relation to the kitchen.

RELEVANCE TO NGANAMPA HEALTH COUNCIL STRATEGIC PLAN

- Nganampa Health Council will continue to provide best practice respite and residential aged care for Anangu at the Pukatja Aged Care facility

SELECTION CRITERIA

ESSENTIAL

- An appropriate qualification or equivalent experience in the food services industry
- A proven understanding of the principles and practice of safe and hygienic food storage, preparation and handling
- Police check
- Current drivers license
- Ability to work effectively in an Aboriginal community controlled organisation
- Ability to work effectively in a small team and in a cross cultural work environment
- High level standards of personal hygiene and presentation
- Ability to supervise, teach and mentor other staff
- High level numeracy and literacy skills
- Physically able and suited to undertaking the duties required
- Demonstrated commitment to ongoing learning and professional development

DESIRABLE

- A formal qualification in the food services industry
- Previous experience managing an equivalent food services operation
- Pitjantjatjara language skills
- Computer literacy



TERMS AND CONDITIONS OF EMPLOYMENT

- Confirmation of appointment subject to completion of a six month probationary term
- Terms and conditions are according to the Agreement

By signing this document you are demonstrating that you have read and/or understood the scope of the role and agree to perform all duties as required

Print Name:

Signature:

Date:/...../.....

