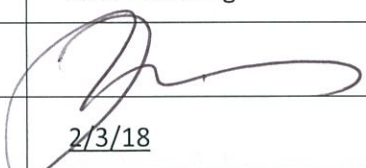


Eldercare

Job & Person Specification Chef

Code	HSJD006
Classification	Aged Care Award 2010
Reports to	Chef Manager
Approved by (Name)	Jane Pickering
Approved by (Signature)	
Date of Approval	<u>2/3/18</u>

I have read the content of this Job and Person Specification and agree that I have the ability and commitment to meet the requirements of the position in addition to upholding the Purpose and Values of Eldercare.

Acknowledged by Employee	
Name of Employee	
Date of Acknowledgement	___/___/___

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Eldercare

Our Purpose

Delivering peace of mind with our care.

Our Values

Respect

Value in Action - We protect the dignity, rights and values of individuals

All people are important to Eldercare and everyone deserves to be respected in accordance with our founding Christian principles.

Diversity of experience, culture and opinion is valued and encouraged.

How we go about things is just as important as what we actually do. We protect the dignity, rights and values of individuals.

Our services encompass mind, body and spirit and aim to build well-being and resilience.

Accountability

Value in Action - We are all responsible for working safely and with integrity

Eldercare is known as a safe and reliable organisation. Residents, clients, their families and friends rely on Eldercare to care for the people that they love with respect and dignity. We have a role to play in providing residents and their families with peace of mind.

Eldercare is committed to serving the community for the long term so our decisions are made with this in mind.

We display collaborative leadership throughout our organisation and we learn from our mistakes.

We continually strive to improve and respectfully challenge the status quo with improvement in mind.

All of our actions are focused on maintaining the integrity of our commitments. Each of us at Eldercare is responsible for our own behaviours for ensuring the best quality care is provided and for the success of the organisation.

Connection

Value in Action - We develop vibrant and supportive relationships based on warmth and generosity

We create environments where warmth and generosity are present. We reconnect residents with their own purpose and meaning and do everything we can to help them live a fulfilling life.

We are committed to building vibrant, supportive and connected retirement living and residential care communities where resident choice is paramount and the uniqueness of each resident is discovered.

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Our White Ribbon Commitment

Eldercare encourages respectful relationships and does not accept any form of gender-based violence in the workplace. Eldercare is committed to preventing violence against women and is proud to be part of the White Ribbon Australia Workplace Accreditation Program to support victims of domestic abuse.

JOB SPECIFICATION

Summary of the broad purpose of the position in relation to organisation goals

The Chef is responsible for:

- Supervising the completion of tasks related to hospitality services across their area of responsibility.
- Ensuring compliance with all relevant legislation, managing audits and completion of action plans
- Supervising and undertaking catering tasks; preparing food and beverages

Reporting/Working Relationships

The Chef/Manager:

- reports directly to the Chef Manager.
- works closely with the other hospitality staff and the wider site teams.
- Supervises the hospitality services staff where applicable.

Special Conditions

- Must hold an acceptable National Police Clearance relevant to the Aged Care industry.

Statement of Key Outcomes and Associated Activities

- Assist in achieving excellence in the delivery of services within the residential facility
- Display professional behaviour that is based on concern for the quality of care provided for residents, their families and cooperation with senior managers, staff, colleagues and associates.
- Supervising the provision of hotel services to the site, where appropriate. This includes:
 - laundry services, according to infection control and laundry practice standards,
 - maintaining adequate standards of hygiene and tidiness when cleaning residents' rooms, community and public areas, kitchen and laundry, and
 - assisting with catering tasks; preparing food and beverages and maintaining supplies.
- Preparation of nutritious home-style foods for our guests
- Cater for special diets including texture modified & supplements
- Forming and maintaining relationships with all stakeholders, residents and their families, staff and suppliers

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- Ensuring all compliance obligations are met, safe food practices, WH&S and cooking for vulnerable persons
- Maintaining adequate standards of hygiene and tidiness in the kitchen and maintaining supplies

WHS Responsibilities

All Employees:

- Takes reasonable care to protect own health and safety, and to avoid adversely affecting others. This includes as far as reasonable using equipment provided for WHS purposes, obeying reasonable WHS instructions, complying with all WHS policies, procedures, safe operating procedures, work practices and associated WHS document.
- Ensures that they are not affected by alcohol or drugs to the extent that they endanger their own safety or the health and safety of others.

For positions with Supervisor responsibilities:

- Ensures all employees under their control carry out their roles and responsibilities as detailed in relevant WHS policies, procedures and WHS and Injury Management Plan.
- Maintains compliance with all WHS policies and procedures by regular performance review.
- Ensures that all employees, including agency staff and contractors under local control, are appropriately inducted and trained, and that site training plans and records are maintained.
- Provides relevant WHS information and ensures appropriate training is provided.
- Conducts regular inspections to identify hazards, conduct risk assessment for effectiveness and implement corrective action and review.
- Maintains appropriate records as required by Eldercare.
- Ensure all non-conformances identified in internal audits are rectified.
- Investigates all reported incidents and reports action/s taken to prevent a similar occurrence.

Duties and responsibilities for this position should not be considered definitive. Duties may be added, deleted or modified as necessary. Position statements and Employee performance will be reviewed regularly.

PERSON SPECIFICATION

Essential Minimum Requirements

Qualifications/Experience

- Knowledge of contemporary catering/housekeeping/cleaning practices to maintain acceptable standards of hygiene and tidiness.
- Trade qualified chef or relevant experience of a minimum of 5 years (Aged care experience desirable but not essential)
- High level of understanding of food safety practices
- Knowledge of the preparation of food for special diets or resident individual requirements (such as texture modified, medical conditions etc)

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Personal Abilities/Aptitude/Skills

- Ability to work autonomously and as part of a team.
- Ability to prioritise work activities and solve problems.
- Ability to establish and maintain professional and appropriate relationships with residents.
- Demonstrated commitment to maintaining confidentiality.
- Sound verbal and written communication skills.
- Contribute to a positive site culture.

Desirable Requirements

Qualifications/Experience

- Experience in a commercial kitchen and/or Aged Care
- Understand the importance of food in people's lives, especially as they age

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