



Lutheran Community Care

POSITION DESCRIPTION

Position:	Chef	Service:	St Paul's Lutheran Aged Care Village
Department:	Aged Care	Revised:	November 2015
Conditions:	LCC Aged Care Services Enterprise Agreement 2013 Support Worker Level 5		

Purpose of the role

To provide effective and efficient operational leadership, management and guidance to meal service staff. The Chef will develop, implement and evaluate a high quality meal service that meets the needs of residents in accordance with acceptable nutrition standards, resident expectations and food safety requirements.

Operating environment

This position is located in Caboolture at St Paul's Lutheran Aged Care Village of Lutheran Community Care (LCC), a respected not-for-profit organisation providing services in the fields of aged care, disability, family support, youth support and chaplaincy in Queensland.

St Paul's Lutheran Aged Care Village

St Paul's is a 61 bed facility established in 1993 that offers an 'Ageing in Place' program for residents with 37 independent living units on site.

Reporting relationships

The Chef reports to the Service Manager and is a member of the Village Leadership Team. The Chef will supervise and lead all members of the meal services team.

Major responsibilities

Within the policies established by LCC and working in collaboration with relevant managers and employees, the occupant of this position will:

- Promote and provide an innovative meal service that:
 - Meets changing resident's needs, dietary requirements, expectations and food preferences
 - Meets required food safety and quality standards
 - Provides a varied, nourishing, aesthetically pleasing and enjoyable experience in meal delivery to all residents;
- Manage a quality meal service within budgetary limits as well as providing input into budget setting and identifying budgetary savings or service improvements when possible;
- Effectively and efficiently manage:
 - Menu development
 - Stock control, ordering, invoicing and operations of a sustainable imprest system



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- Food safety and quality systems, including regular audit and reporting processes and prompt rectification of identified shortfalls;
- Act as Food Safety Supervisor for the service;
- Manage the advancement and continued improvement of the food service.

Qualifications and experience

The incumbent will possess an AQF Cert IV (or equivalent Trade qualification acceptable to LCC) and experience in the operational of commercial kitchen equipment. They will have significant experience in cooking / preparing meals for large groups of people and may have experience in an Aged Care environment.

The incumbent will have demonstrated experience supervising, leading and working within the operations of a large/complex catering service with minimal direction. The Chef will successfully lead and work within a small team on a wide range of simultaneous tasks. The proven ability to communicate effectively with a wide variety of individuals is required.

Maintenance of an Australian Driver's Licence, positive Federal Police check and Food Safety Supervisor qualifications is essential.

The incumbent may be required to provide consent for LCC to obtain information in relation to pre-existing medical conditions or injuries relevant to this position and submit to a pre-employment medical.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties to meet the ongoing needs of the organisation.