

POSITION DESCRIPTION

Position Title:	Trade Cook / Chef
Reports To:	Executive Chef and Food Services Manager
Supervising:	Food Services Assistants at Central Production Unit
Liaises With:	Residential Site Manager, Care Managers, Shift Supervisors and direct Care Staff at Ron Conn and Satellite units.
Location:	Ron Conn Nursing Home 33 Westminster Drive, Avondale Heights
Classification:	Wintringham EBA
Hours:	Part Time – Fixed Term

Program Description:

The central production unit at the Ron Conn Nursing Home is a state-of the art central kitchen specifically designed to provide a high quality food and nutritional service for Nursing Home and Hostel Residents within the organisation.

The objectives of the position are to:

- Be responsible for the preparation, cooking, delivery and service of appetising nutritious meals for residents and staff.
- Ensure that the food services program complies with the accreditation standards within the Residential Aged Care Act.
- Assists the Executive Chef and Food Services Team to ensure that the food services program complies with the Food Safety Act.

Responsibilities/Duties:

- Responsible for the preparation, cooking, storage, delivery and service of an appetising, nutritious meals service.
- Responsible for the safe receipt, handling and storage of provisions and equipment used by the Food Services Program.
- Assist the Food Services Manager and Executive Chef to develop, maintain and review a choice menu that meets the food and nutritional needs of residents and complies with accreditation standards.



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- As directed by the Executive Chef maintain and manage stock levels at the appropriate levels to be sufficient for the provision of the meals service.
- Operate and assist in the review of the food safety program to ensure that food is handled in a manner that is safe, appropriate and complies with the relevant legislation.
- Ensure all meals produced are of a good visual and nutritional standard in quantities appropriate with residents needs.
- Ensure all special diets are correct in content.
- Ensure that all alternative meals are of high quality and meet the needs of consumers.
- Ensure all Texture Modified Foods are compliant with IDDSI.
- Control and monitor wastage levels, ensure all staff are aware of appropriate portion control protocols.
- Assist in the development of and participate in the operation of the cleaning schedule which will include where required general cleaning duties.
- Maintain a good productive relationship with key stakeholders.
- Participate in a professional development, food services specific training plan that reflects the goals and objectives of the organisation.
- Assist in the development, review and maintenance of standard recipes for each menu item.
- Ensure that all cook-chill procedures, practices and record keeping comply with the cook-chill guidelines and the food safety act.
- Operate, and assist in the review of the production cycle.
- Ensure the timely effective delivery of food to each satellite facility.
- Participate in OH&S and risk managements programs.

Health & Safety Responsibilities

As a Wintringham employee you have the following responsibilities under the OHS Act 2004:

- Take reasonable care to ensure your own safety
- Do not place others at risk by any act or omission
- Follow safe work practices and procedures
- Use and care for equipment as instructed
- Do not wilfully and recklessly interfere with safety equipment
- Report hazards and injuries
- Cooperate with the employer to meet OHS obligation under OHS Act 2004.



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Extended Responsibilities:

- Consulting with employees (and Health and Safety Representative) on proposed changes.
- Identifying, assessing and controlling hazards.
- Maintaining a safe working environment

Qualifications:

Mandatory

- Current drivers licence (preferred but not essential)
- Food handling certificate level II.
- Possess a certificate of a recognised course in cookery or catering.
- Possess a certificate of HACCP (preferred but not essential)

Skills/Experience:

Essential

- Experience as a trade cook/chef within the Aged Care Sector.
- Experience in the preparation of Texture Modified Foods.
- Ability to create appetising and delicious range of alternative menu items (Vegetarian etc)
- Excellent communication skills.
- Experience in Food Safety Protocols within the food industry.
- Experience and demonstrated ability food safety program planning, operation and review.
- Experience and competencies in menu planning for residential care target group.
- Experience in co-ordinating events and function provision.
- Well-developed communication skills.
- The ability to respond flexibly to changes in the environment.
- Friendly, helpful, non-judgmental attitude.
- Ability to liase with all levels of management, staff and residents.
- Well developed organisational skills, the ability to prioritise duties and time management.
- Ability to work as a team player.

Appointment is subject to a satisfactory police records check prior to commencing unless the applicant is already a staff member who is currently employed with Wintringham.





Ref: HRM PD 29bk

POSITION DESCRIPTION

Wintringham is an equal opportunity employer.

I have read this position description and understand the requirements and responsibilities of this position as part my employment with Wintringham.

EMPLOYEE'S NAME _____

SIGNED _____ DATE _____

