**Position Title:** Food Services Attendant – Ron Conn

**Reports To:** Food Services Manager and Senior Cook

**Liaises With:** Residential Site Manager, Care Managers, Shift Supervisors and direct Care Staff at Ron Conn and Satellite units.

**Location:** **Ron Conn**

 33 Westminster Drive, Avondale Heights

**Classification:** Wintringham EBA

**Hours:**  Part time or Casual

**About Wintringham**

Wintringham provides affordable and high-quality housing, support, aged care and

NDIS services and accommodation to people over 50 years old, who have previously

experienced homelessness or are at risk of becoming homeless.

Wintringham promote a care model of empowerment, where Wintringham staff work

in partnership with clients and residents to achieve mutually agreed outcomes.

Wintringham is an advocate for older people, respecting their individuality, whilst

working to achieve equality and social justice.

**Program Summary**

The central production unit at the Ron Conn is a facility specifically designed to provide a high quality food and nutritional service for Residential Aged Care residents within the organisation.

The objectives of the position are to:

* Assist with the preparation, cooking (light cooking or rethermalising of menu items may be necessary), delivery and service of appetising nutritious meals for residents and staff
* Operate within the framework of the food services program and the accreditation standards within the Residential Aged Care Act.
* Assist the Food Services team to ensure to that the food services program complies with the Food Safety Act.

**Responsibilities/Duties:**

* Assist in preparation, cooking, storage, delivery and service of an appetising, nutritious meals service
* Prepare sandwiches, salads and garnishing of meals as directed
* Prepare and serve morning and afternoon teas as required
* Prepare and serve vitamised and special supplement meals as required
* Manage the safe receipt, handling and storage of provisions and equipment used by the Food Services program
* 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
* Be aware of and work within the framework of appropriate portion control protocols and waste management
* 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
* Assist in the development of and be responsible for the compliance of service agreements for each supplier
* Assist in the development of and the operation of the cleaning program and perform cleaning duties/washing-up
* Participate in OHS and risk managements programs
* Assist in the development of and establish a standard operational manual that comprehensively details every aspect of the service.
* Participate in the continuous improvement cycle, by proactively identifying and raising improvements through Wintringham’s quality systems
* Understanding responsibilities in relation to the role as defined in the relevant policies and procedures
* Practice open communication and proactively participate in problem solving, where issues or areas of disagreement arise
* Understand and adhere to Wintringham’s Code of Conduct.

## 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

**Qualifications:**

## Mandatory

* Food Handling certificate - Level 1

**Skills/Experience:**

**Essential**

* 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.

**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\_**\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_