|  |
| --- |
| **POSITION DESCRIPTION** |
| **Position Title:** | Chef / Cook |
| **Service/Facility/Department:**  | Residential Aged Care Facilities |
| **Direct Reports:**  | Kitchen staff |
| **Key Relationships:**  | **Internal:** Facility Manager, kitchen staff, other facility staff, Hospitality Services Manager, Anglicare central support teams. |
| **External:** Residents and their families, Suppliers of goods. |

**Position Statement / Overall Purpose**

The overall purpose of the Chef/Cook is to prepare, cook and serve nourishing, palatable and attractive in-house meals for residents (whether the meals are full, soft, fluid or therapeutic diets) which are consistent with the food service budget within Anglicare Southern Queensland (Anglicare).

The Chef/Cook is also responsible for ensuring that the safety and hygiene of kitchen equipment is maintained and adhered to within legislative and Workplace Health & Safety (WH&S) requirements. Additionally effective coordination/leadership of kitchen staff is required within the legislative and WH&S requirements.

The Chef/Cook will work in accordance with the values of Anglicare Southern Queensland (Anglicare) and support core business by providing service, guidance and advice within this position’s specialty area.

**Position Specific Credentials, Qualifications and Other Requirements**

* Current National Police Check
* Certificate III in Hospitality (Commercial Cookery) or similar

**Key Selection Criteria**

* Demonstrated ability to maintain a high standard in preparation, ordering, storage and food handling.
* Demonstrated ability to organise a kitchen team within a busy environment.
* Demonstrated ability to plan and manage food service budget.
* Knowledge and experience in menu planning for dietary and nutritional requirements.
* Previous / recent experience in cooking for the elderly and within a large commercial kitchen.
* Experience within a residential service, not for profit or similar organisation.
* Working knowledge of legislative requirements including Workplace Health & Safety and Food Safety Standards.

**Key Accountabilities and Responsibilities**

1. **Accountability: Food Preparation and delivery**

**Responsibilities:**

* Ensure the day-to-day purchase, delivery, storage, preparation, cooking, service and presentation of food and drink for Residents is completed within the prescribed standards.
* In consultation with management, residents and other health professionals, devise a seasonal menu that caters to resident’ preferences and dietary and nutritional needs.
* Provide meals that are well accepted by resident in type, quantity and variety, as well as temperature on serving.
* Maintain a high standard of preparation in minimising nutritional losses and avoiding bacterial hazards.
* Take responsibility for meticulous personal hygiene.
* Comply with Infection Control guidelines.
* Participate in menu planning with Facility Manager and clients/residents.
* Respond positively to special occasion requests e.g. birthday cakes.
* Ensure all aspects of the kitchen are thoroughly cleaned before and after food preparation.
1. **Accountability: Service Coordination**

**Responsibilities:**

* Operate as efficiently as possible and at a cost within the food service budget and the relevant legislation.
* Collaborate with the Facility Manager to maintain adequate stock and stock controls.
* Operate as efficiently as possible and at a cost consistent to the food service budget and relevant legislation.
* In coordination with the Food Safety Supervisor, ensure the Food Safety Program is followed by all kitchen staff, including documentation guidelines.
* Liaise with the Facility Manager on issues in relation to the operation of the kitchen, food safety plans, and menu planning in a timely manner.
1. **Accountability: Leadership and Staff Supervision**

**Responsibilities:**

* Effectively supervise the performance of kitchen team members and delegate tasks as required.
* Participate in the recruitment, orientation and support of kitchen team members.
* Provide ongoing feedback to team members on performance and undertake performance reviews.
* Disseminate relevant information to kitchen staff via various communication methods.
1. **Accountability: Continuous Improvement**

**Responsibilities:**

* Work in a safe manner and in compliance with Workplace Health and Safety and Food Safety regulations.
* Actively participate and contribute to Continuous Quality Improvement.
* In preparation for the external Food Safety Audit and accreditation, monitor the kitchen’s compliance and undertake the necessary training and upgrades to ensure ongoing compliance.
* Ensure all equipment used by staff is kept in safe working order and any faults are brought to the attention of the Facility Manager for repair or replacement.
* Provision of competent administration of kitchen documentation in accordance with the relevant legislation.
* Accepts personal responsibility for maintaining a safe workplace and work practices.
1. **Other Duties and Requirements**
* Maintain confidentiality, including but not limited to information relating to residents, clients and employees of Anglicare and do not disclose information during or after employment.
* Act in accordance with Anglicare’s Code of Conduct and the organisation’s policies and procedures.
* Ensure that credentials and qualifications set out in this Position Description are current at all times.
* Undertake those tasks outlined on a duties list, or any other tasks delegated to you by your manger or supervisor, provided these requirements are safe, efficient, relevant, legal and within your abilities.
* Undertake work practices in a safe manner and comply with work health and safety instructions, within relevant policies and procedures.
* Undergo relevant evaluations and assessments, as requested by Anglicare, to ensure that the physical and functional requirements of the role can be met.

**Delegation of Authority:**

* In accordance with the Anglicare Delegations of Authority Policy.