|  |
| --- |
| **POSITION DESCRIPTION** |
| **Position Title:** | Cook |
| **Service/Facility/Department:**  | Community Aged & Disability |
| **Direct Reports:**  | Nil |
| **Key Relationships:**  | **Internal:** Anglicare managers and team members, CAD teams |
| **External:** Clients and their families / carers; medical professionals; agency staff |

**Position Statement / Overall Purpose**

The overall purpose of the Cook is to prepare, cook and serve nourishing, palatable and attractive meals for clients during social activities. The role is responsible for working within the food service budge, ensuring the safety and hygiene of kitchen equipment is maintained, and operating to legislative and Work, Health & Safety requirements.

The 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
* Current Blue Card with Yellow Card Exemption
* Certificate IV in Hospitality (Commercial Cookery) or similar

**Key Selection Criteria**

* Able to maintain a high standard in preparation, ordering, storage and handling of food
* Demonstrated ability to organise a kitchen team within a busy environment
* Experience in planning and managing a food service budget
* Knowledge and experience in menu planning for dietary and nutritional requirements
* Experience within a residential service, respite community service, or similar organisation
* Working knowledge of legislative requirements including Workplace Health & Safety and Food Safety Standards
* Excellent verbal and written communication skills with the ability to and relate well to a variety of stakeholders including clients and their families
* Strong organisational, priortising and problem solving skills

**Key Accountabilities and Responsibilities**

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

***Plan, prepare and deliver meals that meet dietary and nutritional needs***

**Responsibilities:**

* Ensure purchasing, delivery and storage of all foodstuffs and kitchen consumables are maintained adequately and within prescribed standards
* Prepare, cook and serve meals that are correctly presented, in acceptable quantity, variety and temperature
* In consultation with other stakeholders, develop a seasonal menu that caters to client group’s preferences, dietary and nutritional needs
* Ensure menu planning and purchases are within the food service budget
* Respond positively to special occasion requests such as birthdays and other celebrations
* Complete delegated documentation accurately and within an acceptable time frame.
1. **Accountability: Hygiene and kitchen management**

***Ensure kitchen areas and equipment are maintained to all legislative requirements***

**Responsibilities:**

* Ensure food preparation processes comply with infection control guidelines and minimize bacterial hazards
* Maintain the kitchen area and equipment to a high standard; complete thorough cleaning before and after food preparation
* Make sure the Food Safety Program is followed by all kitchen staff, including documentation guidelines
1. **Accountability: Team contribution and continuous improvement**

***Contribute to a positive team environment and continuous improvement culture***

**Responsibilities:**

* Develop and maintain positive relationships within the team
* Participate in staff meetings; share information to improve work environment and outcomes
* Provide proactive and positive peer support to team members, where required.
* Contribute to ideas for improved ways of working and assist with the implementation of change
* Undertake professional development and regular training opportunities to ensure skills meet the requirements of the role

**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 manager 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.