



## Cook

### Position Description

<b>Position Title</b>	Cook
<b>Responsible Council</b>	NSW State Council
<b>Reports To</b>	Service Administrator, Freeman House
<b>Base Location</b>	Freeman House, Armidale
<b>Primary position objective</b>	This position involves creating healthy and nutritious meals for large groups in a residential setting.

## St Vincent de Paul Society

The St Vincent de Paul Society is a member and volunteer based organisation that has been assisting people experiencing disadvantage in NSW for more than 130 years.

The Society was founded by a 20 year old man named Frederic Ozanam in 1833, who with a group of friends, wanted to make a difference to the poverty and disadvantage that he saw around him in post-Revolution France. Leading by example and with boundless energy, Frederic started what is now a world-wide movement in just 20 short years. The St Vincent de Paul Society NSW has around 16,000 members and volunteers and 1,400 staff. Our local member networks, referred to as Conferences, are present in over 420 communities across NSW.

Our members and volunteers provide assistance to people experiencing disadvantage including food parcels and vouchers, financial assistance, assistance with energy bills and other debt, budget counselling and the provision of other material items such as furniture, clothing and bedding and any other household items. Importantly, our members also provide vital emotional support and referral services as needed.

The St Vincent de Paul Society is a leading provider of community support services and has close to 100 Special Works across the State in the areas of homelessness, mental health, disability, financial counselling, supported accommodation, food provision, refugees and migrants and addiction counselling.

Our work is funded by all levels of government, the generous support we receive from the community and our 250 Retail Centres across NSW.

## Service Overview

The Society of St Vincent de Paul (Freeman House) is committed to providing high quality, innovative and flexible responses to addiction and mental health. The mission of Freeman House is to work towards eliminating the suffering, disadvantage and marginalisation of people who are suffering addiction and mental health through the provision of evidence based intervention.

The aim of Freeman House services is to minimise harm related to alcohol and other drug use. The nature and level of support differs according to individual needs with an underpinning philosophy

of individual empowerment. Freeman House is located in Armidale NSW and provides a range of services to men and women over the age of 18 and children under the age of 12. The 40 bed facility provides a longer term residential rehabilitation service with an adjoin withdrawal management unit to people with alcohol and drug dependencies, including single parents with dependent children. Freeman House also offers supported accommodation for men and men with families experiencing homelessness and community support that includes counselling, case management and group work for people living in Armidale and surrounding communities.

Freeman House is jointly funded by the Department of Health and Ageing, Department of Community Services, Hunter New England Area Health and St. Vincent de Paul Society. Clients also contribute to the running of the facility through the payment of client service fees. Freeman House is a 24 hour, seven day a week service that employs a team of experienced, qualified professionals in full-time, part-time and casual positions.

The Services are facilitated through intensive case management and include psychological and counselling services, education, living skills, relapse prevention, group work, individual goal orientated case planning, referral, advocacy and assertive outreach.

## **Duties and Responsibilities**

### **Major Responsibilities**

While working within the Freeman House's Staff Code of Conduct and other policies and procedures, and subject to general supervision, be responsible for:

#### Main responsibilities

- Supervise and participate in day to day preparing, cooking, service and delivery of meals as well as provide catering for meetings and special events
- Provide meals that are well accepted by residents in type, quantity, quality and variety.
- Ensure the day to day purchase, delivery, storage, preparation, cooking, service and presentation of food and drink to residents is complete within the required timeframes and standards
- Maintain a high standard of preparation to minimize nutritional losses and avoid bacteria; hazards
- Implement a safe rotation of food items and ensure the serving of good quality produce.
- ensure hygiene practices are implemented and followed in line with the relevant food handling and food safety standards
- Facilitate and supervise client involvement at meals times.
- Ensure food safety is followed by participants, staff, visitors and volunteers at all times.
- Ensure all aspects of the kitchen are thoroughly cleaned before and after food preparation
- Ensure any faults related to kitchen equipment are reported to the service administrator.
- Ensure competent administration of kitchen documentation in accordance with relevant legislation and freeman house policy and procedure
- Ensure cleaning chemicals are stored safely in line with the relevant policy, procedure and legislation
- Comply with infection control guidelines
- Prepare for external food safety audits and accreditation and undertake necessary training and upgrades to ensure ongoing compliance.
- Disseminate relevant information to other kitchen staff via various communication methods.
- Attend regular staff meetings and participate in relevant training when required.
- Participate in "risk assessment" to ensure the safety and security of the program participants and staff, including overseeing fire drills, evacuations and other safety procedures.

- Be available to occasionally undertake other duties appropriate and relevant to this position

## **Essential Criteria**

- Hold current Food Handlers Certificate
- Minimum Certificate II in Commercial Cookery
- Demonstrated ability to cook for large groups of people and to cater for dietary and nutritional needs of a diverse client group.
- Ability to understand and implement WH&S and Food Handling related safety requirements.
- Willingness to work with and empathise with people experiencing drug and alcohol issues.
- An ability and commitment to maintaining an ethical, yet non-judgmental, attitude towards clients and staff.
- Demonstrated ability to work as a team member
- Good interpersonal and communication skills
- An ability to work unsupervised
- Commitment to the ethos and Code of Practice of St Vincent de Paul Society

## **Desired Skills**

- Experience cooking in a health or community services environment.
- Experience working with people with alcohol and/or other drug abuse issues.
- Relevant food preparation and/or handling qualifications.
- Experience cooking a broad range of menus.

*The St Vincent de Paul Society is an Equal Employment Opportunity Employer*

