



POSITION DESCRIPTION

Position Title	Head Chef
Department/Team	Hotel Services
Classification	Support Worker – Hotel Services
Instrument	<i>Lutheran Services (QLD) Enterprise Agreement</i>
Location	Aged Care
Reports To (<i>Position</i>)	Hotel Services Manager
Direct Reports (<i>Positions</i>)	12 Hotel Service Workers
Last Date Updated	February 2022

Department Objective, Role Purpose and Department contribution.	To provide effective and efficient operational management and guidance to meal service staff. The Head Chef in consultation with the Hotel Services Manager will develop, implement and evaluate a high quality meal service which meets the needs of residents in accordance with acceptable nutrition standards.
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Key Accountabilities/Key Result Area

Key Relationships/ Interactions	<p>The position reports to Service Manager/ Service Coordinator.</p> <p>This position will consult, collaborate and network with, Service Manager, Quality Coordinator, Training and Volunteer Coordinator, Clinical Nurse Management Team, Care staff (RNs, ENS etc), Residents and their families, visitors, contractors and Support Centre staff.</p> <p>This position has no direct or indirect reports (except when the occupant is relieving in another role that does have direct reports)</p>
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Position Requirements (<i>Knowledge and Experience</i>)	<p>Within the policies established by LS and working in collaboration with relevant managers and employees, the occupant of this position will be responsible in consultation with the Hotel Services Manager for:</p> <ul style="list-style-type: none">• Promoting an innovative meal service to meet changing resident needs;• Sustaining a quality meal service within budgetary limits;• Encouraging staff to prepare and present meals in an aesthetically pleasing manner that aids residents and staff to enjoy their meals;• Participating in the maintenance of quality systems; <p>Contributing to the advancement of the food service; Represent the site as a Food Safety Officer, ensuring the kitchen, staff and its operations comply to the Food Safety Program.</p>
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Qualifications/ Compliance requirements	<p>The incumbent will possess an appropriate qualification and significant experience cooking / preparing meals for large groups of people as well as the operation of commercial kitchen equipment.</p> <p>This position requires demonstrated experience supervising the operations of a large food / catering service with minimal direction including the management of catering staff. The proven ability to communicate effectively with a wide variety of individuals is also required.</p> <p>Maintenance of an Australian Driver's Licence and NDIS Workers Screening Check clearance, Flu and COVID19 Vaccination is essential.</p>
Culture	<p>At Lutheran Services we promote a culture that supports high and ethical performance. Our leadership team, believes a high performance culture that is characterised by:</p> <ul style="list-style-type: none">• A learning and growing environment• A high achievement orientation• A sharing environment - information, resources, ideas and goodwill• Commitment to being the best we can be• Humility, fairness and openness in how we go about our work <p>All within the context of acting in the best interests of Lutheran Services, and working in accordance with our Values.</p>

We certify that the content of this position description is an accurate overview of the role to be performed as is currently foreseen. We confirm that this may change as reasonably required by the organisation or agreed to by both parties.

Employee's Signature	<i>Date</i>	/	/
Manager's Signature	<i>Date</i>	/	/

NOTE: This position statement is not intended to be all-inclusive. Employees may perform other related duties as negotiated to meet the ongoing needs of the organisation.