

Position number: HSD 15

Position: Qualified Chef/Trade Cook

Visa sponsorship is NOT available for this role

EBA: Health & Allied Services, Managers & Administrative Workers 2021-2025

Classification: IN17

Salary: \$31.8974 per hour / circa \$63,000.00 per annum + generous salary packaging

Superannuation: 11%

Working hours: Full-time or part-time

Basis of employment: Ongoing contract

Location: Hamilton Base Hospital

Team: Food Service team

Line manager: Food Services Manager – Stuart Thomson

Contact For Enquiries: **Stuart Thomson** P: 55518276 E: hotel.services@wdhs.net

*Please do not send your application to this contact

How to apply: Online applications.

Go to <https://wdhs.net/v2/home/careers/>

then find the position by title or number and apply

ABOUT US

At Western District Health Service (WDHS) we pride ourselves on our strong teamwork and our shared commitment to providing person-centred high-quality healthcare to the Southern Grampians community. We encourage and celebrate diversity, inclusion and accessibility for our staff and visitors to our services and we are dedicated to living our values of: Integrity, Innovation, Collaboration, Accountability, Respect and Empathy.

With a population of approximately 10,000 and a catchment of 16,500, Hamilton is the regional centre of Victoria's Southern Grampians region and WDHS is the largest employer in the region. WDHS provides a comprehensive range of acute inpatient services, residential aged care and primary and community health services. To find our more information about WDHS you can visit <https://wdhs.net/v2/about-us/>.

The Greater Hamilton region is rich with lifestyle opportunities and facilities. Working for WDHS will enable you to pursue your profession, build your career and enjoy a great work/life balance. With the Grampians National Park and stunning beaches on your doorstep in Warrnambool, Port Fairy and Portland and wineries dotted in-between, a better lifestyle is waiting for you! To find our more information about the Greater Hamilton region you can visit <https://wdhs.net/v2/home/careers/community-information/>

Be Yourself - We value the unique backgrounds, experiences, and contributions that our staff and visitors bring to our service. We are an inclusive organisation and encourage you to apply and become a part of our team at WDHS.

About the Role:

The WDHS Food Service team provides food and beverages for acute patients, aged care residents, and Meals on Wheels in our Hamilton base hospital kitchen. The team also provides support for the provision of food and beverages for visitors and staff in our Green Bean Café, vending, and catering services.

Our hospitality team strives for excellence, ensuring WDHS produces quality and nutritious food for our patients and residents and provides healthy, quality food in our Green Bean Café.

Our motivated, innovative chefs continuously improves patient and resident meals, provides catering services, and inspires our clientele to regularly use the café, which offers exceptional customer service and a quality, healthy, well-balanced menu.

WDHS can offer excellent working conditions with majority of hours completed Monday to Friday

Responsibilities and Duties:

Our team of chefs work closely with the kitchen food service team and will be responsible for the provision of quality, healthy and nutritious meals throughout WDHS including patient and resident meals, cafe, catering and vending requirements.

Our team strongly supports the Food Services Manager in ensuring our Food Safety Program is well maintained and complies with current legislation.

Provide and maintain a cost effective and efficient food service that meet our clients' needs in accordance with quality measures such as Standard Recipe Cards, Food Cost, Menu Audits, and supporting software.

Responsible for cooking, chilling, preparation, storage of food stuffs, cleaning of kitchen, plating, presentation and general kitchen duties.

The Chef/Trade Cook reports directly to the Head Chef who is supported by the Hamilton Base Hospital Food Service Manager, and Group Manager Support Services.

About You:

We are seeking a passionate person from the hospitality industry, or who has experience in the health industry or is wanting to commence a food service career in health who can:

1. Provide trade qualifications, minimum of Certificate III in Commercial Cookery
2. Relevant qualifications in the hospitality industry and or equivalent industry experience or demonstrated ability to grasp and learn these skills.
3. Display compassionate customer service excellence.
4. Prepared to work within multiple 'cook sections in the kitchen' including main cook, other cook, diet cook, sweet cook, vegetable cook, and café cook responsible for maintaining WDHS Healthy Green only Café, vending and catering menu in line with the Victorian Government's Healthy Choice Guidelines.
5. Demonstrate high levels of food preparation and cooking skills and knowledge.
6. Demonstrate sound knowledge and understanding of good food hygiene and food safety.
7. Demonstrate willingness to commit to the mission, and values of WDHS.
8. Demonstrate knowledge of the Healthy Choice Guidelines, and support promotion of the WDHS healthy choice philosophy.
9. Demonstrated effective time-management, planning and organisational skills and an understanding of how to meet deadlines.
10. Demonstrate positive interpersonal skills and a team-work approach, including the ability to communicate with a broad range of people.
11. Ability to work and or collaborate in multiple areas throughout the Food Services Department.

Benefits of Working with Us

Staff benefits

- Flexible working arrangements (full & part-time, contract)
- Internal training and development opportunities to support professional and personal growth.
- External professional development funding support after 12months
- Potential for exciting career pathways and opportunities
- Enterprise Bargaining Agreement based remuneration.
- Salary packaging including capped expenses (\$9,010), meals (\$2,600), novated vehicle leasing.
- Free on-site car parking
- Social club membership offering a range of events, functions and local community discounts.
- A culture which supports staff health and wellbeing including:
 - Green Bean Café on site at the Hamilton hospital
 - Discounted leisure memberships
 - Gym membership at corporate rates
- Access to Employee Assistance Program (EAP)

Other Requirements

- Current police check is required for this role
- Food Handlers – Use hygienic practices for food safety
- Current driver's licence is preferred for this role
- Some afterhours work may be required in this position

Occupational Health and Safety Responsibilities

All Western District Health Service employees share responsibility for occupational health and safety, (OH&S) with specific responsibilities and accountabilities allocated to positions within the organisational structure. Any employee who fails to meet his/her obligations concerning health and safety may, depending on the circumstances, face disciplinary action up to, and including, dismissal.

Employees have a responsibility to comply with all relevant WDHS OH&S management system Policies, Procedures and programs. This includes the WDHS Injury Management Program.

Employees have a responsibility to take all reasonable care to prevent incident or injury to themselves or to others in the workplace. Employees are expected to learn and follow approved standards and Procedures that apply to their activities and check with their Manager when they have any doubts concerning potential hazards.

Employees have a responsibility for:

- Looking after their own health and safety and those of others in the workplace;
- Follow safe work practices and use personal protective equipment as required;
- Participate in OH&S consultation and OH&S training initiatives;
- Report any accidents, incidents, injuries "near misses", safety hazards and dangerous occurrences, assist with any investigations and the identification of corrective actions;
- Cooperate with managers and supervisors so that they can meet their OH&S responsibilities;
- Don't wilfully interfere with or misuse anything provided in the interest of health and safety or wilfully put anyone at risk;
- Performing only those tasks for which they have received appropriate training and instruction;
- Ensuring that they understand and comply with those responsibilities which apply to them while performing their duties at the workplace;
- Participate in emergency evacuation exercises.

INHERENT PHYSICAL REQUIREMENTS:

Western District Health Service has a duty of care to all staff. The purpose of this section is to ensure that you fully understand and are able to perform the inherent requirements of the role (with reasonable adjustments if required) and that you are not placed in an environment or given tasks that would result in risks to your safety or others. The role may require the following tasks among other things:

<u>1 Nursing / Patient Care Role</u>	<u>2. Maintenance / Hotel Services Staff Role</u>	<u>3 Clerical / Administration Role</u>
<ul style="list-style-type: none">▪ manual handling (pushing, pulling equipment)▪ general patient handling and clinical nursing duties▪ sitting, standing, bending, reaching, holding▪ pushing pulling trolleys and equipment▪ general clerical, administration work, computer work▪ use of personal protective equipment and handling▪ handling general and infectious waste,▪ shift work in most roles	<ul style="list-style-type: none">▪ generic maintenance work, working at heights▪ generic outdoor work / pushing, pulling trolleys▪ sitting, standing, bending, reaching, holding▪ computer work▪ general clerical, computer and some admin work▪ use of personal protective equipment and handling▪ handling general and or infectious waste,▪ shift work in some roles	<ul style="list-style-type: none">▪ sitting, standing, bending, reaching, holding▪ computer work, data entry▪ general clerical at varying levels▪ use of personal protective equipment▪ handling general waste▪ pushing and pulling trolleys / filing,▪ shift work in some roles

Note to all employees

- You must work within the policies, procedures and guidelines of WDHS
- You must participate in the WDHS integrated risk management and quality improvement systems by being aware of responsibilities to identify, minimise and manage risks and identifying opportunities for continuous improvement in your workplace through communication and consultation with managers and colleagues.
- You must ensure that the affairs of WDHS, its patients, clients and staff remain strictly confidential and are not divulged to any third party except where required for clinical reasons or by law. Such confidentiality shall extend to the commercial and financial interests and activities of WDHS.
- Statements included in this Position Description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive.
- Management may alter this Position Description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).
- A Performance Review will occur within three (3) months of commencement, then annually taking account of the key roles and responsibilities outlined in this Position Description. In addition to reviewing performance (individual and work team), the annual meeting provides an opportunity to ensure role clarity, revise key performance activities/measure and set development objectives and goals for the year ahead.

APPROVALS	<i>Name</i>	<i>Signature</i>	<i>Date</i>
Divisional Head:			
Department Head:			
Employee:			

Position code: <i>People and Culture Department use only</i>	
Date revised: <i>People and Culture Department use only</i>	

When revised please forward electronic copy to:
People and Culture Department [email: people.culture@wdhs.net](mailto:people.culture@wdhs.net)