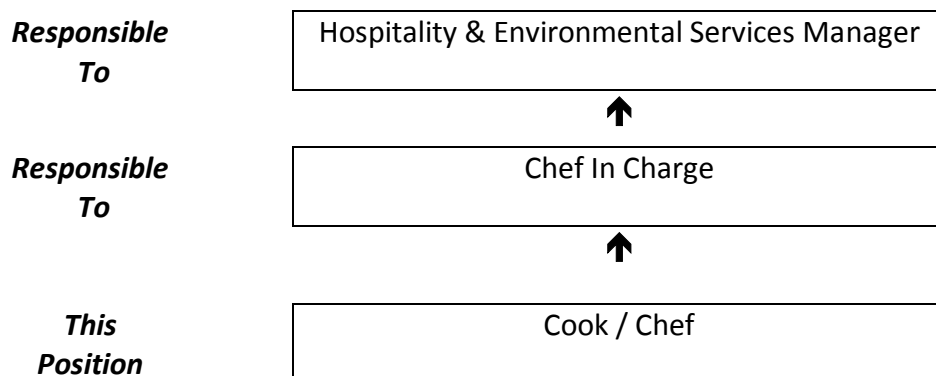




West Wimmera Health Service
P.O. Box 231 NHILL, VICTORIA 3418
Telephone: 5391 4222
Facsimile: 5391 4228

Position	COOK / CHEF		
Location	West Wimmera Health Service	Reports to	Chef In Charge
Award	Health & Allied Sector Services- Managers & Administrative Workers, Single Interest Enterprise Agreement 2016-2020	Level	GR2 /GR3
Effective Date	May 2019	Next Review	May 2020
Position Overview	<ul style="list-style-type: none"> • Preparation of patient, staff and external clients meals. • Preparation of meals for meetings and other functions. • Ensure the kitchen, supplies and equipment are maintained in a safe and sanitary condition in accordance with relevant regulations. • Rotating roster over 7 day period, plus public holidays. 		
Key Result Areas	<ul style="list-style-type: none"> • Compliance with Food Safety Program. • Professional Development & Practice. 		
Liases with	Internal: All staff and departments. External: Patients, residents, visitors, community, external service providers.		

POSITION RELATIONSHIPS



KEY RESPONSIBILITIES

- Ensures dry and perishable goods are stored correctly and that work areas are maintained in a clean and sanitary manner in accordance with Health regulations and the Food Safety Plan.
- Checking and sign for received goods, in accordance with regulations.
- Check and sign invoices on a daily basis.
- Acts as Chef / Cook in Charge when required.
- Undertake all daily administrative duties applicable to this role.
- Co-ordination and management of catering and environmental services.

STATEMENT OF DUTIES

Duty No	Details
1.0	Preparation of Meals
1.1	Preparation and cooking of meats, vegetables, sweets and sauces for plating for all menu and catering requirements.
1.2	Plating and serving of meals.
1.3	Preparation of internal and external catering.
1.4	Assist in the preparation and cooking of special function meals as required.
2.0	Professional Practice
2.1	Demonstrate a commitment to positive promotion of the organisation within the community.
2.2	Participate in professional education opportunities and maintain compliance with Mandatory Education.
2.3	Ensure compliance to Service policies and protocols.
3.0	Adaptability
3.1	To have the ability to cope with rapidly changing circumstances and quickly grasp new concepts.
3.2	To have the ability to liaise with personnel and patients and residents both within and external to the organisation and co-ordinate all relevant communications to them.
3.3	Be willing to adapt to and embrace change.
3.4	Undertake other duties as delegated by Chef in Charge/Manager.
4.0	Technical - Skills
4.1	Appropriate skills in cooking.
4.2	Basic computer knowledge Word & Excel.
5.0	Authority
5.1	The incumbent will act as Chef/Cook in charge when designated to do so by the Chef in Charge/Hospitality & Environmental Services Manager.
6.0	Quality
6.1	Ensure meals are presented in an appetising manner and at a temperature in accordance with the West Wimmera Health Service Food Safety Program and Food Act 1984.
6.2	Ensure meals are prepared, served and distributed in safe and hygienic conditions in accordance with the Foods, Drugs and Substances Regulations 1983.
6.3	Ensure dry and perishable goods are stored correctly and that work areas are maintained in a clean and sanitary manner in accordance with Health Regulations/Victorian Food Safety Standards and principles of Infection Control.
6.4	Actively participates in a range of quality activities including food temperature audits, and other audit processes as identified in the Food Safety Plan.
7.0	Safety
7.1	Participate in occupational health and safety training where appropriate, including mandatory education requirements.
7.2	Comply with employee responsibilities concerning the Occupational Health & Safety Act 2004.
7.3	To ensure systems are developed and implemented which reflect an Occupational Health and Safety approach in work practices.
8.0	Communication
8.1	Attend and participate in meetings as required.
8.2	Communicate effectively and professionally with others within and external to the department.
9.0	Appraisal
9.1	Initial appraisal – 3 months after appointment Thereafter – 12 monthly.

SELECTION CRITERIA**KEY SELECTION CRITERIA:**

1. Appropriate training in cooking via one of the following:
 - Apprenticeship.
 - Commercial cooking program.
 - Proficiency in cooking through on the job training.
2. Ability to communicate effectively with other staff, patients, management and the community.
3. Demonstrated ability to work without active supervision.

DESIRABLE SELECTION CRITERIA:

1. Knowledge of Health Regulations and Victorian Food Safety Standards.
2. Training in the principles of infection control.

SPECIALISED EQUIPMENT OPERATED:

Oven, Stove, Dishwasher, Knives, Blender, Bain Marie, Food Processor, Combi Oven, Waste Disposal Unit, Electric Knife, Microwave, Toaster/Griller, Computer

CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

<p>Signature:</p> <p>.....</p> <p>Chef/Cook:</p> <p>Date:</p>	<p>Signature:</p> <p>.....</p> <p>Hospitality & Environmental Services Manager:</p> <p>Date:</p>
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