



# West Wimmera Health Service

## Position Description

<b>Position:</b>	<b>Cook/Chef</b>
<b>Location:</b>	Based at Kaniva / Rainbow
<b>Reporting to:</b>	Chef in Charge
<b>Division:</b>	Hospitality and Environmental Services
<b>Award:</b>	HEALTH AND ALLIED SERVICES, MANAGERS AND ADMINISTRATIVE WORKERS (VICTORIAN PUBLIC SECTOR) (SINGLE INTEREST EMPLOYERS) ENTERPRISE AGREEMENT 2021-2025
<b>Level:</b>	IN16/IN17 or Dependent on skills, qualifications and experience as per Award

### Overview of West Wimmera Health Service

Our community is the heart of West Wimmera Health Service. We are committed to delivering the highest quality health services and ensuring our services meet the needs of our population.

We deliver services across a 22,000 square kilometer region, which is home to nine rural townships including Nhill, Gorokey, Jeparit, Kaniva, Rainbow, Natimuk, Minyip, Murtoa and Rupanyup.

### Our Values

#### Total Care

Delivering care that is safe, effective and person-centred, always

#### Safety

Providing a safe workplace and services free from avoidable harm

#### Unity

Working well together in a great place to work

#### Accountability

Doing the right thing by our stakeholders and ourselves

#### Innovation

Using our imagination - if there's a better way we will find it

### Our Strategic Directions

Strategy one	Empower our community to live their best life
Strategy two	Invest in population health
Strategy three	Build partnerships for healthier communities
Strategy four	Harness technology and innovation
Strategy five	Strengthen our workforce capacity

**Position Relationships:**

Key Internal Relationships	Key External Relationships
<ul style="list-style-type: none"> <li>• Employees</li> <li>• Manager</li> <li>• Executive Director</li> <li>• Patients</li> <li>• Residents</li> <li>• Specialists</li> <li>• Visiting Medical Officer's</li> <li>• Volunteers</li> </ul>	<ul style="list-style-type: none"> <li>• Consumer</li> <li>• Consultant</li> <li>• Community</li> <li>• Visitors</li> </ul>

**Position Overview:**

The Cook/Chef helps prepare the patient, resident, staff and external client meals. As well as help prepare meals for committee meetings and other functions. They ensure the kitchen, supplies and equipment are maintained in a safe and sanitary condition in accordance with Foods, Drugs and Substances Regulations.

**Key Selection Criteria:****Essential:**

1. Effective communication and organisational skills
2. Worker screening clearance – police check, working with children check and NDIS worker screening check (applicable to disability support and service providers only).
3. Evidence of completed COVID-19 Vaccination.
4. Appropriate training in cooking via one of the following:
  - Apprenticeship
  - Commercial cooking program
  - Proficiency in cooking through on the job training
5. Ability to communicate effectively with other staff, patients, residents, management and the community.
6. Demonstrate ability to work without active supervision.
7. Victorian Driver's Licence.

**Desirable:**

8. Knowledge of Health Regulations and Victorian Food Safety Standards.
9. Training in the principles of Infection Control.

**Key responsibilities:**

- 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.
- Checking and sign for received goods, in accordance with regulations.
- Check and sign invoices on a daily basis.
- Act as Chef/Cook in Charge when required
- Undertake all daily administration and food safety duties applicable to this role.
- Coordinate and manage the catering and general services.

## **Statement of duties:**

### **Professional Practice:**

- Ensure familiarity with the expected standards of performance in the role and actively contribute to own personal development.
- Maintain a good working knowledge of and adherence to standards and legislation relevant to the role (such as Child Safe Standards, Aged Care Act etc.) and actively promote compliance to any such standards and legislation.
- Comply with all relevant WWHS policies and procedures and any program specific guidelines.
- Attend all required staff meetings and trainings.
- Work in accordance with West Wimmera Health Service's Code of Conduct and demonstrate commitment to the Service's core values.
- Preparing and cooking for plating, for all menu and catering requirements.
- Plating and serving meals.
- Preparation of internal and external catering.
- Assist in the preparation and cooking of special function meals as required.
- Assist with administration duties with ordering and good received
- To have the ability to cope with rapidly changing circumstances and quickly grasp new concepts.
- Ensure meals are prepared in an appetising manner and at a temperature in accordance with the West Wimmera Health Service Food Safety Program and Food Act 1984.
- Ensure meals are prepared, served and distributed in a safe and hygienic condition in accordance with the Foods, Drugs and Substances Regulations 1983.
- To have the ability to liaise with personnel, patients and residents both within and external to the organisation and coordinate all relevant communications to them.
- The incumbent will act as Chef/Cook in Charge when designated to do so by the Chef in Charge/Hospitality and Environmental Services Manager.
- Undertake other duties as delegated by Chef in Charge and Hospitality and Environmental Services Manager.

### **Quality, Safety and Risk Management:**

- Ensure compliance at all times, with mandatory education competencies by the due date in accordance with WWHS policies and protocols.
- Ensure and take all reasonable care for your personal safety and the safety of patients, consumers, volunteers and colleagues.
- Participate in relevant quality improvement activities as directed by the Executive Director Quality & Safety
- Identify and report relevant risks including those relating to human resource management, workplace culture and industrial relations and actively work other staff as appropriate to effectively manage such risks.
- Ensure you are aware of the West Wimmera Health Service's emergency procedures.

### **Communication:**

- Maintain a professional and friendly approach in all interpersonal communication with patients, consumers, volunteers and colleagues.
- Ensure effective and open lines of communication with other relevant team members, customers, volunteers and WWHS management staff.
- Maintain confidentiality as per West Wimmera Health Service Policy and in accordance with relevant privacy and health records legislation.

**Appraisal:**

- Initial appraisal – 3 months after appointment
- Thereafter – 12 monthly.

**Certification**

We hereby agree that the details contained in this document are an accurate statement of the primary requirements of the position.

<b>Authorised By Hospitality and Environmental Services Manager:</b>	
<b>Name: Yvonne Jones</b>	
<b>Signature:</b>	<b>Date:</b>

<b>Position Incumbent Name:</b>	
<b>Signature:</b>	<b>Date:</b>