



## West Wimmera Health Service

### Position Description

<b>Position:</b>	<b>Chef in Charge</b>
<b>Location:</b>	Based at Rupanyup
<b>Reporting to:</b>	Hospitality & Environmental Services Manager
<b>Division:</b>	Hospitality & 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>	FS1- 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, Goroce, 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>• Volunteers</li></ul>	<ul style="list-style-type: none"><li>• Visitors</li><li>• Community</li><li>• Consultants</li><li>• Consumers</li><li>• Food Safe Auditors</li><li>• Environmental Auditors</li></ul>

## Position Overview:

The Chef in Charge is responsible of the running of the kitchen and cleaning in the Hospitality and Environmental Services Department. They provide assistance and guidance to other team members of the Department and manage all aspects of menu planning, food preparation, serving, supply and storage of food and maintaining Cleaning Standards for Quality and Safety.

## Key Selection Criteria

### Essential:

1. Effective communication and organisational skills
2. Appropriate training in cooking either by apprenticeship or commercial cooking program.
3. Food Safety Supervisory Certification in Health.
4. Ability to communicate effectively with other staff, patients, residents, management and community.
5. Demonstrate an ability to work without active supervision.
6. Victorian Driver's Licence.

### Desirable:

7. Knowledge of Food Act 1984 and Victorian Food Safety Standards.
8. Training in the principles of food safety and infection control.
9. Ability to communicate effectively with internal and external customers.
10. Qualified Chef.
11. Demonstrate knowledge to supervise staff.
12. Demonstrate knowledge of computer applications including Word, Excel and Outlook.

### Pre-Requisites for Employment:

13. Worker screening clearance – working with children check and NDIS Worker Screening Check
14. Fully vaccinated for COVID-19 as per current Department of Health Directive.

### Key responsibilities:

- Supervision of Hospitality and Environmental Services staff.
- Actively promote and facilitate a positive and safe working environment with all departments.
- 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 and the Food Act 1984.
- Perform administrative duties including processing daily invoices, liaise with suppliers, review daily duty lists, menu cards, dietary guidelines and meal statistics.
- Maintain quality systems and reporting to ensure ongoing Food Safety and Environmental Accreditation.

## **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.
- Complete Hospitality and Environmental Services monthly rosters at your facility.
- Promote an active involvement in the safe working management of the kitchen and environmental cleaning processes and duties.
- Ensure strict economy of stock and equipment.
- Preparation and cooking of all meal requirements, for plating with all menus required at each meal service.
- Catering, plating and serving of meals for the department requirements.
- Assist in the preparation and cooking of special function meals as required and in addition for external catering.
- Ensure food presentation is presented in an appealing and appetising manner for all patients, residents, internal and external customers.
- Supervise apprentices, students, and provide training and a comprehensive induction to new staff.
- Find replacement staff for sick and other leave as required and presented.
- Monitor staffs leave with requests in ESS (Employee Self Service).
- To have the ability to cope with rapidly changing circumstances and quickly grasp new concepts.
- Maintain and process purchasing and receipt of goods.
- Participate in menu planning as part of a multidisciplinary team.
- Authorise Exception Reports for Hospitality and Environmental Services in your facility.
- Provide a detailed monthly report to the Hospitality and Environmental Services Manager using the agreed proforma.
- Responsible for administrative duties such as work allocation, training, rostering and guidance of fifteen or more staff and may assist in the recruitment of staff.
- Any other associated duties as delegated by the Hospitality and Environmental Services Manager at any time.

### **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, residents, 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.

- Actively participate in a range of quality activities including food presentation and quality, patient and client satisfaction surveys, food temperature and environmental audits, and other audit processes as identified in the Food Safety Plan and Cleaning Standards.
- Ensure dry and perishable goods are stored correctly and that work areas are maintained in a clean and sanitary manner in accordance with Food Act 1984, Food Safety and principles of Infection Control.
- Ensure meals are prepared, served and distributed in safe and hygienic conditions in accordance with the Food Act 1984.
- Monitor and ensure tidiness and cleaning are maintained in all aspects of the Food Services Department and all Environmental areas within the facility.

**Communication:**

- Maintain a professional and friendly approach in all interpersonal communication with patients, residents, 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 &amp; Environmental Services Manager</b>	
<b>Name:</b>	
<b>Signature:</b>	<b>Date:</b>

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