



WWHS

West Wimmera Health Service Position Description

Position:	Chef in Charge
Location:	Based at Rupanyup but may be required to work across all sites as mutually agreed upon
Reporting to:	Hospitality & Environmental Services Manager
Division:	Quality and Safety
Award:	Health and Allied Services, Managers and Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2025
Level:	FS1

Overview of West Wimmera Health Service

Our community is the heart of West Wimmera Health Service (WWHS). 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 Purpose – *Great care, every person, every time.*

Our Strategic Goals

Our people – Inclusive, Respectful, Productive

To be a great place to work where everyone contributes and everyone belongs.

Our Care - Safe, Effective, Innovative

To fully embrace new technologies and processes that 2 enable world class rural healthcare.

Our Community - Connected, Informed, Healthy

To be fully engaged with the communities we serve, supporting people to live longer, healthier and happier lives.

Our Future - Environmentally Responsible, Economically Secure

To maintain financial sustainability and develop an Environment, Social and Governance (ESG) strategy to align 4 the service's operations with established ESG principles.

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.

West Wimmera Health Service acknowledges the Wotjobaluk, Jaadwa, Jadawajali, Wergaia and Jupagalk Nations as Traditional Owners of country and pay our respects to Elders past and present.

We celebrate, value and include people of all backgrounds, genders, sexualities, cultures, bodies and abilities.

Position Relationships:

Key Internal Relationships	Key External Relationships
<ul style="list-style-type: none"> • Employees • Manager • Executive Director • Patients • Residents • Volunteers 	<ul style="list-style-type: none"> • Visitors • Community • Consultants • Consumers • Food Safe Auditors • Environmental Auditors

Position Overview:

The Cook/Chef in Charge is responsible of the running of the kitchen and cleaning in the Hospitality and Environmental Services Department across Rupanyup, Minyip and Murtoa sites. 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 responsibilities:

- Supervision of Hospitality and Environmental Services staff in all Catering and Environmental areas.
- 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 rosters and pay global assistance, 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.

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Statement of duties:

Professional Practice:

- 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 staff's 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.
- 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.
- Attending 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.

Quality, Safety and Risk Management:

- Ensure you are aware of the West Wimmera Health Service's emergency procedures.
- Ensure compliance at all times, with mandatory education competencies completed 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 Management.
- Activity participates in relevant accreditation processes.
- 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.
- 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 the 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, consumers, volunteers and colleagues.
- Ensure effective and open lines of communication with other Community Care 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.
- Demonstrated capacity to effectively give and receive constructive feedback and/or criticism.
- Demonstrated capacity to effectively manage conflict at a personal level and to appropriately escalate matters beyond a personal level.
- Establish, develop and maintain trust and confidence with line managers and direct reports.
- Work effectively consistent with policies and procedures to and agreed performance and behavioural expectations.

Key Selection Criteria:

Essential:

1. Effective communication and organisational skills
2. Appropriate training in cooking either by experience, apprenticeship or commercial cooking programs.
3. Ability to communicate effectively with other staff, patients, residents/consumers, management, external stakeholders and community.
4. Demonstrate ability to work without active supervision.
5. Demonstrate knowledge of computer applications including Word, Excel and Outlook

Desirable

6. Knowledge of Food Act 1984 and Victorian Food Safety Standards
7. Training in the principles of food safety and infection control.
8. Food Safety Supervisory Certification in Health or willing to obtain one.

9. Qualified Chef.
10. Demonstrate knowledge to supervise staff.

Pre-Requisites:

1. NDIS Worker Screening Clearance
2. Working with Children Check
3. Fully vaccinated for COVID-19 as per current Department of Health Directive.
4. Flu Vaccination
5. Australian Driver's License

Internal Direct Reports:

- Hospitality & Environmental Services Manager

External Direct Reports:

Nil

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.

Authorised By:	
Name:	
Signature:	Date:

Position Incumbent Name:	
Signature:	Date: