

West Wimmera Health Service Request to Recruit Form

All details on this form marked with an asterisk (*) is mandatory and otherwise will not be approved.

Please submit this form along with the *most current and up to date* Position Description for the role to the relevant Executive Assistant of your division/department:

- Clinical Services – Megan Nossack
- Quality & Safety – Tom Hicks
- Community Health – Linda White
- Finance & Administration – Zanny McEldrew
- Business & Strategy – Jessica Borgelt

***Employee filling out this form:**

Position Details

***Job Title:**

***Division:**

***Location:**

***Work Type:**

Full Time, Part Time, Casual, Fixed Term etc.

***Hours:**

Please state the number of hours you are recruiting for in this position.

***Estimated Salary:**

***Number of Positions:**

***Reason:**

Replacement, New Role or Additional.

If you selected 'replacement', state the name of the employee being replaced.

***Date to be advertised:**

***Closing Date:**

***Award:**

***Classification:**

Recruitment Details

***Please state the names of staff receiving applications for this position.**

***Has the budget been reviewed and is it suitable to meet the role requirements?**

Please note if the budget has not been reviewed and confirmed by relevant staff, the Request to Recruit will not be accepted.

Yes No

If Full Time, are ADO's applicable?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Fixed Term, specify the period:	
*Advertising requests: <ul style="list-style-type: none"> Please keep in mind Seek ads are live on Seek for <u>30 days</u> and range from approximately \$375 - \$700+. WWHS are charged the full amount even if the ad is taken down prior to the expiry. If you have any queries on the cost of particular advertisements, please email careers@wwhs.net.au 	<input type="checkbox"/> Dimboola Banner (printed Wednesday Weekly)
	<input type="checkbox"/> Jeparit & Rainbow Argus (printed Thursday Weekly)
	<input type="checkbox"/> Murtoa & District Advertiser (printed Thursday Fortnightly)
	<input type="checkbox"/> Nhill Free Press & Kaniva Times (printed Wednesday Weekly)
	<input type="checkbox"/> Warrack Herald (printed bi-weekly [Tuesday and Friday])
	<input type="checkbox"/> Wimmera Mail Times (printed tri-weekly [Monday, Wednesday and Friday])
	<input type="checkbox"/> Seek
	<input type="checkbox"/> Facebook
	<input type="checkbox"/> Weekly Advertiser
	<input type="checkbox"/> WWHS Website
	<input type="checkbox"/> WWHS Internal (Careers email)
	<input type="checkbox"/> Other (please specify)
*Has the <i>most current and up to date</i> Position Description been reviewed and attached?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Additional Information:	



WWHS

West Wimmera Health Service Position Description

Position:	Cook / Chef
Location:	Based at Natimuk but may be required to work across all sites as mutually agreed upon
Reporting to:	Chef in Charge
Division:	Hospitality and Environmental Services
Award:	Health and Allied Services, Managers and Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2025
Level:	Cook IN16 / Chef IN17

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, Goroke, 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 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 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 • Specialists • Visiting Medical Officer's • Volunteers 	<ul style="list-style-type: none"> • Consumer • Consultant • Community • Visitors

Position Overview:

The Cook/Chef helps prepare the patient, resident, staff and external client meals. As well as helping 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 the Food Act 1984. They are on a rotating roster over a 7-day period, including weekends and public holidays.

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 Food Act 1984 and principles of Infection Control.
- Checking and signing 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, roster relief and food safety duties applicable to this role.
- Coordinate and supervise the Hospitality and Environmental Services in the absence of the Chef in Charge.

Statement of duties:

Professional Practice:

- Preparing, cooking for plating and serving for all menu and catering requirements.
- 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.
- Assist with roster relief when required and daily replacement.
- To have the ability to cope with rapidly changing circumstances and quickly grasp new concepts.
- Ensure meals are prepared in an appetizing 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 Food Safety Plan.
- To have the ability to liaise with personnel, consumers and residents both within and external to the organization 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.
- 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.

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 participate 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.

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. Previous experience working in Hospitality / Health Industry
7. Knowledge of Food Act 1984 and Victorian Food Safety Standards.
8. Training in the principles of food safety and infection control.
9. Food Safety Supervisory Certification in Health or willing to obtain one.
10. Qualified Chef, Certificate 111 In Commercial Cookery in or equivalent field
11. Demonstrate knowledge to supervise staff.

Pre-Requisites:

12. NDIS Worker Screening Clearance.
13. Working with Children Check.
14. Vaccinated for COVID-19.
15. Influenza Vaccination.
16. 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: