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| **Position Title** | Chef - Cook  |
| **Position Number** |  |
| **Department** | Support Services |
| **Classification** | Dependant on qualifications  |
| **Agreement**  |  Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Workers) Single Interest Enterprise Agreement 2021 – 2025  |
| **Reports to:** | Catering & Environmental Services Coordinator  |

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| **POSITION DESCRIPTION** |  |

**Position Purpose:**

The Chef/Cook has direct responsibility for the day to day operation of the food services. Working closely with the food services team to ensure the provision of a safe and quality orientated food service, staff rostering and keeping within budgeted guidelines.

**Department / Unit Specific Overview**

East Grampians Health Services success is underpinned by the work of our support services at both Ararat and Willaura campuses. These include kitchen and food services, cleaning, supply, building and environmental maintenance. Additionally, the EGHS Ararat campus operates and maintains its own café (Café Pyrenees) available to all staff, patients, visitors and the wider community. Each of these program areas are vital to ensuring the safe, efficient and welcoming environment of EGHS.

**Our Values**

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| **Description: Description: S:\Health Information Management\EGHS Icons\EGHS_Integrity.jpg** | **Integrity** | We value integrity, honesty and respect in all relationships |
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| **Description: Description: S:\Health Information Management\EGHS Icons\EGHS_Excellence.jpg** | **Excellence** | We value excellence as the appropriate standard for all services and practices |
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| **Description: Description: S:\Health Information Management\EGHS Icons\EGHS_Community.jpg** | **Community** | We respect the dignity and rights of our community and acknowledge their beliefs, regardless of their cultural, spiritual or socioeconomic background |
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| **Description: Description: S:\Health Information Management\EGHS Icons\EGHS_Working_Together.jpg** | **Working Together** | We value equally all people who make a contribution to EGHS to achieve shared goals |
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| **Description: Description: S:\Health Information Management\EGHS Icons\EGHS_Learning_Culture.jpg** | **Learning Culture** | We strive to continually lead and develop through education, training, mentoring and by teaching others. |

**Organisational Context**

East Grampians Health Service (EGHS) is a rural health service located in Ararat and Willaura in Western Victoria. EGHS is an integral part of a thriving community and is committed to providing quality health and wellbeing services to people of all backgrounds.

Serving a diverse community, EGHS delivers an extensive range of acute, residential, home and community based services. We strive to continually improve our services to best meet the needs of our patients, consumers and the community.

**Our Vision**

East Grampians Health Service will improve the health, wellbeing and the quality of life for our community.

**Our Purpose**

To meet people’s health needs through leadership, strong partnerships and wise use of resources.

**Strategic Actions**

See [Strategic Plan 2023 – 2027](https://intranet.eghs.net.au/Files/Publications/EGHS%206pp%20DL%20Strategic%20Plan%20%282023-27%29.pdf).

**Organisational Responsibilities**

* Be aware of and work in accordance with EGHS policies and procedures, including:

[Victorian Public Sector - Code of Conduct](http://intranet.eghs.net.au/Files/Human%20Resources/Victorian%20Public%20Sector%20-%20Code%20of%20Conduct.pdf)

[Confidentiality, Security and Management of Information - SOPP 24.02](http://intranet.eghs.net.au/Files/Policies/CONFIDENTIALITY%2C%20SECURITY%20AND%20MANAGEMENT%20OF%20INFORMATION%20-%20SOPP%2024.02.pdf)

[Hand Hygiene - SOPP 70.18](http://intranet.eghs.net.au/Files/Policies/HAND%20HYGIENE%20-%20SOPP%2070.18.pdf)

[Occupational Health and Safety - SOPP 72.09](http://intranet.eghs.net.au/Files/Policies/OCCUPATIONAL%20HEALTH%20AND%20SAFETY%20-%20SOPP%2072.09.pdf)

[Person Centred Care - SOPP 60.20](http://intranet.eghs.net.au/Files/Policies/PERSON%20CENTRED%20CARE%20-%20SOPP%2060.20.pdf)

[Safety - SOPP 72.13](http://intranet.eghs.net.au/Files/Policies/SAFETY%20-%20SOPP%2072.13.pdf)

[Performance Development policy - SOPP 35.27](http://intranet.eghs.net.au/Files/Policies/PERFORMANCE%20DEVELOPMENT%20POLICY%20-%20SOPP%2035.27.pdf)

[Risk Management - SOPP 74.01](http://intranet.eghs.net.au/Files/Policies/RISK%20MANAGEMENT%20-%20SOPP%2074.01.pdf)

[Child Safe – SOPP 57.24](https://intranet.eghs.net.au/Files/Policies/CHILD%20SAFE%20-%20SOPP%2057.24.pdf#search=57%2E24)

* Be respectful of the needs of patients, consumers, visitors and other staff and maintain a professional approach in all interactions, creating exceptional experiences.
* Be aware of the National Safety and Quality Health Service Standards and all other standards as it relates to your area of work and associated accreditation.
* Undertake other duties as directed that meet relevant standards and recognised practice.
* Agree to provide evidence of a valid employment Working with Children Check and provide the necessary details for East Grampians Health Service to undertake a national Police check. Also provide a National Disability Insurance Scheme (NDIS) worker check or the necessary details (if required).
* Identify and report incidents, potential for error and near misses and supports staff to learn how to improve the knowledge systems and processes to create a safe and supportive environment for staff and patients, consumers and visitors
* Contribute to a positive and supportive learning culture and environment for health professional students and learners at all levels.
* Participate in all mandatory education and orientation sessions as outlined by EGHS.

East Grampians Health Service is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination.

EGHS reserves the right to modify position descriptions as required. Staff will be consulted when this occurs.

**Responsibilities and Major Activities**

* Provide supervision for food service staff including participating in orientation programs and ongoing training and development
* Maintaining safe and hygienic storage of food items and ensure all check are recorded
* Supervision of meal service at all stages of the preparation, cooking and serving process including management of low level staff complaints
* Ensuring staff appearance and all aspects of personal hygiene are in accordance with relevant policies, procedures and codes of conduct
* Ensure that the kitchen is clean and organised at all times
* Ensure the best food practices and kitchen hygiene protocols are adhered too
* Ensure that all food is stored properly and in compliance with food safety regulations
* Responsible for the presentation of food
* Undertake delegated tasks effectively and appropriately
* Contributing to regular performance development plans and assist in identifying areas for staff development
* Participate in team work through effective collaboration and communication processes
* Participate in the implementation and evaluation of quality systems
* Basic office duties, as requested by Catering & Environmental Services Team Leader
* Assist leading Café Pyrenees team
* Able to work under pressure and stay calm in difficult situations
* Able to organise efficient work schedules
* Ordering procedures

**Aged Care – Montessori Model of Care**

People with dementia and those who have a cognitive impairment are often confronted with what they can no longer do or with the mistakes, they make. Montessori principals are designed to focus on what they can still do. This is a person-centred approach focusing on the person’s capabilities, capturing their interests and showing them respect.

* Come to work with a positive attitude
* Wear your name badge
* Works with the team, the principals of Montessori and the prepared environment by supporting resident/client dignity and choice in their roles, leisure and lifestyle activities and activities of daily living.

**Key Performance Indicators**

* Delegated tasks achieved in accordance with guidelines and procedures
* Feedback from staff and customers indicate that contributions made are effective

Key Selection Criteria

**Essential Criteria:**

1. Hold a trade Certificate in Cooking / Commercial Cooking as a minimum
2. Holding a current Food Handling Certificate
3. Experience in food service operation
4. Computer skills with experience in Word and Excel is required
5. Ability to work independently and as a member of a multidisciplinary team
6. Self-reliant, motivated and innovatively and respond to a situation where a high level of professional autonomy exists, whilst working within EGHS policies and protocols
7. Commitment to quality, best practice and environmental safety
8. Understanding of Quality Customer Service
9. Excellent communication, negotiation, organisational and time management skills
10. Able to liaise across the full spectrum of health and welfare services and relate positively to a wide range of people
11. Knowledge of occupational health and safety and hygienic work practices
12. Work in a safe manner according to documented procedures and guidelines
13. Respect patient privacy and confidentiality

**Desirable Criteria**

* Passion for food
* Current drivers licence
* Hold a trade Certificate in Cooking / Commercial Cooking as a minimum

Must comply to having or completion of:

* National Police Check (renewed every 3 years)
* Working with Children Check (renewed every 5 years)
* Immunisation requirements (annually)

**Acknowledgement**

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| Employee Name |
| Employee Signature | Date |
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| Manager Name |  |
| Manager Signature  | Date |
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| Developed Date (MM,YY) |  |
| Developed By Name |  |
| Developed by Title |  |