

SERVICE EMPLOYEE - CHEF

POSITION DETAILS:

Position Title:	Chef	Reports To:	Facility Manager
Department/Division:	Hospitality	Direct Reports:	Cook

POSITION SUMMARY

As part of the Catering team, the Chef is responsible for delivering a quality catering service to our residents on a daily basis. The purpose of the Chef is to oversee and perform general food service and cooking duties as menu requirements dictate.

KEY RESPONSIBILITIES

General

- Manage the operations and effectiveness of the catering team to ensure meals are prepared and delivered in a timely manner.
- Maintain and ensure safe use of all kitchen equipment and equipment associated with meal distribution, paying particular attention to hygiene.
- Develop and maintain a fully integrated food safety and hygiene plan covering all food production and distribution services and ensure that staff receive the necessary training to enable compliance with accreditation standards.
- Facilitate the development and implementation of menus in accordance with resident requirements and budget.
- Carry other duties as directed.

Residents

- Establish and maintain an environment whereby all residents and their families feel free and comfortable to approach any staff member regarding any concerns they may have.
- Ensure that any complaints from residents or their families are promptly investigated.
- Ensure meals are served to residents as required and as per menu and diet plans.

Staff

- Maintain and where appropriate recommended practices, which will motivate and encourage efficient work practices by all staff, including practices to diminish the risk of injury to personnel.
- Maintain a co-operative approach and work effectively as a team member.

Communication

- Always maintain and respect employee, consumer and organizational confidences.
- Actively participate in meetings and discussions in a constructive manner.
- Communicate with consumers and colleagues in a kind and caring manner, taking into account individual cultural and religious preferences.

Self-Organisation

- Work as part of a busy team and be supportive of other team members.
- Prioritise workload and use care resources effectively and efficiently.
- Adhere to legislation pertaining to privacy and confidentiality and the handling of personal information.

Education, Training and Professional Development

- Participate in mandatory training as required by the organization.
- Actively pursue learning and skills development opportunities.
- Participate in non-mandatory, in-service and external training as part of own professional development program.
- Actively participate in annual performance reviews.

SOUTHERN CROSS CARE VALUES

SERVICE EMPLOYEE - CHEF

Compassion

- We respond willingly and positively to help meet the needs of those around us.
- We promote a sense of belonging and community.
- We demonstrate and foster empathy and sensitivity towards residents, clients, their families, our colleagues and the whole community.

Integrity

- We look for the good in all people and recognise the contribution of each individual as we work together.
- We demonstrate honesty and trustworthiness in all that we do.
- We are conscientious and ethical in our decision making and take responsibility for our own actions.

Respect

- We believe in the sanctity of life and that each life is unique and has special individual worth and dignity.
- We recognise and respect individuality and diversity.
- We treat all people with courtesy and respect regardless of gender, ethnic background, religious belief or economic circumstances.
- We manage our resources wisely to minimise the impact on the environment

KEY PERFORMANCE INDICATORS

- Effectively manages the operations and effectiveness of the catering team to ensure meals are prepared and delivered in a timely manner
- Maintains a fully integrated food safety and hygiene plan covering all food production and distribution services and ensure that staff receive the necessary training to enable compliance with accreditation standards
- Ensure meals are served to residents as required and as per menu and diet plans
- Facilitates the development and implementation of menus in accordance with resident requirements and budget

SELECTION CRITERIA

ESSENTIAL

- Demonstrated ability to coordinate and direct a wide range of catering staff.
- Sound knowledge of food preparation and presentation techniques with a detailed understanding of specific accreditation requirements, relevant acts, regulations, and codes relating to catering services.
- Experience in quality control, stock control, menu compilation, recipes, and formulation of therapeutic and culturally appropriate diets within budgetary allocations.
- Proven ability to evaluate service delivery and provide appropriate feedback to Management.
- Demonstrated ability to identify staff training requirements, develop training programs and conduct performance review and development appraisals.
- A working knowledge of the Southern Cross Care (Tas) Inc. policies, procedures and WHS practices.
- An ability to work flexibly, display initiative, and an ability to learn within the Position Description.
- Empathy and understanding of the needs, rights and responsibilities of Aged Care Facility residents within the scope of the Position Description.

DESIRABLE

- Experience working in an aged care environment.

SPECIAL EMPLOYMENT CONDITIONS

- Required to provide a satisfactory National Criminal History Record (Police Check) that is not more than three years old on employment and that complies with the requirements of the *Aged Care Act 1997* prior to commencement of employment.

SERVICE EMPLOYEE - CHEF

- All SCC employees, volunteers, and contractors must hold a valid registration to work with vulnerable people with an NDIS endorsement as this is a condition of registration for all NDIS providers under the NDIS Act 2013 and SCC Safety Screening Policy.
- Required to sign the organisation's Confidentiality Agreement.

WORK HEALTH AND SAFETY REQUIREMENTS/CONTINUOUS IMPROVEMENT

Maintain a safe working environment and adopt safe work practices by:

- Ensuring an awareness and prompt identification of WH&S risks and hazards.
- Maintaining a safe environment for all staff and care recipients.
- Reporting, rectifying (where possible) and documentation of incidents, risks and hazards that come to your attention in accordance with Southern Cross Care (Tas) Inc's WH&S Policy.
- Ensuring an awareness of and the implementation of correct fire and security safety procedures, and participation in fire and security drills as required.
- Ensuring personal work practices comply with the organisation's workplace health and safety policies and procedures.
- Ensuring all staff members perform safe manual handling practices.
- Recognition and responding appropriately to unsafe or unprofessional practices.
- The role of Fire Warden for assigned areas is attached to this position. Ensure full awareness of the responsibilities and requirements of this role.
- Ensuring that all equipment and supplies are used appropriately to complete duties efficiently and economically so as to minimise wastage and/or abuse.
- Practice appropriate infection control procedures.
- Administer and manage medication in accordance with best practice and Southern Cross Care (Tas) Inc's policy and procedure.

AUTHORISATION:

Manager Signature:		Date:	
Employee Signature:		Date:	