

SERVICE EMPLOYEE - COOK

POSITION DETAILS:

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

POSITION SUMMARY

As part of the Catering team, the Cook is responsible for delivering a quality catering service to our residents on a daily basis.

KEY RESPONSIBILITIES

General

- Prepare and cook meals as required.
- Maintain and keep clean the Home's kitchen and equipment that ensures compliance with HACCP requirements.
- 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 and referred to the Chef.
- 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

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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

- As part of the Catering team, the Cook is responsible for delivering a quality catering service to our residents on a daily basis.

SELECTION CRITERIA

ESSENTIAL SELECTION CRITERIA

- An ability to perform functions under the Responsibilities section of the Position Description.
- 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.
- Possess effective oral and written communication skills.
- Ability to work as part of a team and coordinate work within that team when necessary.

DESIRABLE

- Nil

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.
- Required to sign the organisation's Confidentiality Agreement.
- 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.

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.

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- 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:	