

Position Description: Cook

Purpose of Position

The purpose of this role is to provide catering support to the Chef that can include, but is not limited to, kitchen support, assisting in preparing and delivering meals, and inventory control.

Reporting

The Cook is accountable to the Manager Food Services, Facility Manager, and reporting to the person in charge.

Organisational Mission and Values

Catholic Homes is committed to employing a caring and dedicated team of employees who provide services that enhance the quality of life of our Residents. Staff are called to behave in such a way that upholds the Catholic Homes' Values and demonstrates a commitment to working co-operatively and collaboratively.

A commitment to the Values of Catholic Homes is reflected in the attitudes, behaviour and actions of staff. This is in the form of decision-making processes, adherence to policy and procedures, the quality and nature of the services, provision of staff development programs, implementation of tasks and in the way people are related to and cared for, particularly staff and Residents.

A commitment to confidentiality of information requires all staff to take reasonable precautions to maintain the non-disclosure of any confidential information about other staff members or Residents as well as the general operations and affairs of the organisation to any person other than those approved by the Organisation.

Main Position Responsibilities

Corporate Ethos

- Demonstrates and understands Catholic Homes' Vision, Values and Statement of Identity in dealing with other staff and Residents;
- Demonstrates and complies with the Code of Conduct;
- Demonstrates, understands and actively participates in Catholic Homes' care model, "Care with Purpose", in all undertakings relating to the provision of care and services to Residents.
- Demonstrates and participates in Continuous Improvement Programs;
- Demonstrates consistent application of the principles of Continuous Quality Improvement;
- Has sound knowledge of mechanisms available to staff and Residents for the provision of feedback and takes appropriate action to follow up comments, complaints and compliments.

Cook

- Strong leadership abilities
- Perform catering services to a high standard
- Perform duties according to Duty Statements
- Work effectively without supervision to complete catering programs in a timely manner
- Assist with events and functions
- Complete the required documentation to demonstrate satisfactory catering services
- Maintain food and stock control
- Use correct cleaning procedures at all times
- Maintain equipment and storage areas to the highest standard of cleanliness
- Promptly report any maintenance issues requiring attention
- Notify a person in charge of any concerns identified in their daily work, which can include Resident care matters.

Compliance and Reporting

- Understands and complies with the Catholic Homes guidelines, policies and procedures
- Participation in surveys and audits
- Attends all compulsory and recommended training and meetings as required
- Works in accordance with food safety program, food safety standards and nutrition and hydration care plans.

Workplace Health and Safety

- Takes appropriate action to ensure own health and safety
- Comprehensive understanding of food handling and safety
- Ensures economic and safe use of resources and equipment, including chemicals
- Uses correct manual handling techniques
- Demonstrates acceptable level of knowledge of safe handling and storage of chemicals and other potentially hazardous substances/equipment
- Reports incidents and accidents promptly and accurately
- Contributes to workplace risk assessment and hazard control activities
- Attends scheduled WSH trainings to maintain skills and knowledge.

Expected Behaviours

- As a member of the Food Services Team, you will be required to work with other staff cooperatively and accept reasonable and lawful instructions and recommendations by Manager Food Services, manager of reporting person and/or Facility Manager, when necessary
- As a member of the Food Services Team, there may be occasions where you will be requested to work across one or more sites to provide assistance and support to your fellow team members
- Due to the nature of the industry shift work may be requested
- Contribute to improvements in food service standards and practices
- Provide assistance and support to fellow staff whilst on duty
- Communicate effectively in a constructive, courteous, respectful and professional manner
- Treat fellow team members professionally and with respect
- Enable Residents to make informed choices, take risks and treat them with dignity, respect and kindness
- Maintain a positive and professional outlook whilst at work
- Accept and provide constructive feedback
- Maintain standards of care
- Possess reasonable level of physical fitness to perform the duties of the role
- Accept responsibility for own actions
- Identify own learning needs and accept training as recognised by supervisor and/or organisation as necessary
- Maintain confidentiality at all times.

Verification

Cook

As the incumbent of this position, I have read and understood the responsibilities and other requirements as detailed in this document

Name: _____ Signature: _____

Date Appointed: _____ Date: _____