



**Is a smoke free workplace**

Position Description

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**Position:** Trade Cook  
**Date:** 23 June 2014  
**Classification:** GR3  
**Employment Status:** Full-time/Part Time/Casual

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**Department:** Services

**Award/Conditions:** As per the Health Services Union of Australia – Health & Allied Services, Administrative Officers – Victorian Public Sector – Multi Employer Certified Agreement 2011-2015.

**Accountable to:** Services Manager

***Vision & Strategic Intent***

**Our Vision:**

**We exist in a healthy and vibrant community where individuals have the capacity and potential to manage their own health and improve their physical, mental and social wellbeing. We are fully integrated with our community and together we plan for and respond to changing health needs through the provision of high quality and efficient health services.**

**Our Strategic Intent:**

**Beechworth Health Service is intrinsic to the fabric of the community. We exist, as the local component of a larger health system, so that people have access to services that support/encourage/enable them to lead a healthy quality lifestyle.**

**We are in the business of providing Acute Care, Aged Care, Sub-acute Care, Primary Health Services, Community Health Promotion and Visiting Specialist Services.**

**Our core competence is to provide a range of services to fill current and emerging community health needs. In collaboration with service partners and the community we will be constantly looking for innovative ways to improve the health services we provide.**

**At Beechworth Health Service we share the following values:**

**Respect**

**Being courteous and considerate of the diversity and equality of all.**

**Unity**

**Encouraging participation, collaboration and a common purpose.**

**Innovation**

**Promoting flexibility and the exploration of new ideas and methods in everything we do, to reflect the changing needs and expectations of our community.**

**Excellence**

**Enhancing quality of life while meeting the highest standards of quality, safety and client centered care.**

**Integrity**

**Promoting professionalism and openness through honesty, fairness and ethical behaviour.**

**POSITION OBJECTIVE/S**

To effectively and efficiently provide the safe preparation and production of all foods that are for consumption by the residents, visitors, clients and staff at BHS whilst at all times ensuring that safe work practises are strictly adhered to.

**KEY RESPONSIBILITY AREAS**

**1.1. Mandatory**

- To live and model Beechworth Health Service values
- Actively promotes Beechworth Health Service in a positive manner.
- Provides safe and effective service.
- Commitment to personal improvement.
- Ensure that “any person accessing Beechworth health Service will experience a person centred care approach to their care”.
- Actively and sensitively practice the principles of cultural safety and respect.
- Satisfactory police check in accordance with the requirements of the Accountability Principles 1998.
- Possess a current Food Safety certificate

**2. GENERAL RESPONSIBILITIES**

**2.1. General**

- To provide leadership and versatility in the daily preparation of meals and catered events for the clients and staff of Beechworth Health Service.

- To role model positive, professional and productive work practices within the food services areas.
- To demonstrate competency in each of the food preparation areas including souse, vegetables, salads and sweets.
- To provide leadership in the development and assessment of menus.
- To practice and model safe work practices in accordance with OH&S guidelines.
- To practice and model safe food handling in accordance with the Food Safety Australia New Zealand standards (FSANZ)

## **2.2. Risk Management**

- To be observant with regard to identification of potential public safety hazards and notify supervisor of hazards which cannot be remedied immediately.
- Where possible, rectify hazards and notify manager with a view of preventing recurrence.
- Observe risk management principles, policies and practices through the risk management policy.
- Employ risk management principles and practices in day-to-day duties and functions.
- Report on any matter that may have a potential risk exposure to the organisation, fellow employees, contractors or the public.

## **3.3 Occupational Health and Safety**

- To comply with provisions of the Occupational Health and Safety Act by taking all reasonable precautions to ensure the health and safety of self and others.
- To rectify actual or potential hazardous situations, where appropriate, in accordance with established policies and procedures.
- To participate in programs designed to monitor and protect the health of staff in their workplace.
- To report as soon as practicable to your Manager.
  - Unsafe equipment , work practices or conditions
  - Potential Hazards
  - Near Misses
  - All injuries sustained whilst in the performance of work duties
  - Damage to Beechworth Health Service equipment or property.

## **3. DESIRABLE**

- Certificate 3 or higher in commercial cookery or equivalent
- (Required) and current Food Safety Certificate

## **4. ACCOUNTABILITY AND EXTENT OF AUTHORITY**

The incumbent of the position will be accountable for providing leadership to food assistants working within the food service areas.

## **5. QUALIFICATIONS AND EXPERIENCE**

Two years active experience within a commercial kitchen

An Annual staff appraisal will be conducted by the Services Manager

An agreed set of performance indicators which will be determined annually.

As the occupant of this position, I have read and understood the above position description.

**Name:** [please print] .....

**Signature:** ..... **Date:** .....

## RISK ASSESSMENT

Under Occupational Health & Safety, potential risks associated with this position are detailed below. Employee familiarity and compliance with the emergency procedure codes apply to all areas of the Health Service.

Aspects of normal workplace	Frequency	Comments
<b>Work Environment</b> <ul style="list-style-type: none"><li>Utilising commercial grade, hot and cold kitchen appliances and sharp implements</li></ul>	Daily	Ability to demonstrate competency required
<b>Work Activity</b> <ul style="list-style-type: none"><li>Working within a fast-paced, commercial production kitchen</li><li>Utilising commercial grade, hot and cold kitchen equipment and sharp implements</li><li>Demonstrating a high standard of professional and personal hygiene</li></ul>	Daily	
<b>Work relationships</b> <ul style="list-style-type: none"><li>Working amongst other staff in a commercial, production environment</li></ul>	Daily	Effective interpersonal skill required