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**Role** Cook

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**Date:** 16 March 2022

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**Department:** Food Services

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**Classification:** IN17

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**Industrial Instrument:** Health and Allied Services, Managers and Administrative Officers Victorian Public Sector Multiple Enterprise Agreement (2016-2020)

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**Employment Status:** Part time/Casual

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**Reports to:** Support Services Supervisor

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**Our Vision:** Caring for and working with our Community.

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**Our Strategic Principles:**

**Our Values:**

- **Prioritise** services and activities that help people to maintain their independence.
- **Engage** with people living in Beechworth and surrounding communities, to understand their priorities and advocate for better health outcomes for them.
- **Maintain** a focus on consumer needs and interests at all times.
- **Work in partnership** with sub-regional health service providers to ensure residents of Beechworth and surrounding communities have access to the health services they need

- Respect
- Unity
- Integrity
- Innovation
- Excellence

Beechworth Health Service (BHS) is committed to a diverse and inclusive workforce and follows Equal Employment Opportunity Principles. We encourage applications from Aboriginal and Torres Strait Islander people, all members of the LGBTIQI+ community and people with disability.

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**Position Purpose:**

To plan and prepare nutritious, well-presented and appropriate meals and snacks for all residents and patients. To work as part of an enthusiastic and patient focused team. Food is a great pleasure and this role will support BHS in ensuring that all meals create joy in the daily lives of our residents and patients.

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**Key Selection Criteria**

- Culinary certification or degree from a culinary school preferred
- 2-3 years food service or aged care/restaurant experience required

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- Comfortable with standing, stopping, squatting, twisting, and moving frequently
  - Familiarity with general kitchen equipment and appliances
  - Strong working knowledge of food preparation techniques, cooking methods, safety and sanitation practices
  - Ability to read, comprehend and follow recipes
  - Current Food Handling certificate
  - Satisfactory National Police Check
  - Evidence of current year influenza vaccination
  - Evidence of COVID 19 vaccination status
  - NDIS Workers Screening Check
  - Our ideal candidate will have some kitchenhand or cook experience ideally in an aged care or similar facility with high standards in food safety and infection control practices. You must have excellent time management skills with ability to perform duties according to BHS's policy and procedures.
  - You will be willing to work autonomously within this role and have an abundance of patience, smiles and a compassionate nature when interacting with our residents and patients. We strive to provide our staff with a happy and supportive work environment where your career in the public health sector is nurtured and continues to grow.

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**Accountabilities:**

- Achievement of the agreed performance measures as defined in the Statement of Priorities for this role (Appendix 1)
- Undertaking the role in accordance with legislative and funding obligations
- Undertaking the duties of the role in accordance with BHS policies
- Operate in accordance with Beechworth Health Service's delegated authority

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**Key Responsibilities:**

- Prepare food items for residents and patients as requested, including special requests, in a timely and consistent manner
- Determine food and supply needs based on rotating menus
- Inspect food products and supplies as needed
- Ensure work environment and stations are clean and sanitized
- Check food before it is served to residents and patients
- Control and minimize waste
- Comply with outlined safety regulations and procedures

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**Quality of service**

- Participate in the leadership of quality and improvement at BHS
- Contribute to a culture of service quality and safety improvement by actively seeking ways to enhance the capability and performance efficiency, efficacy and safety of operational processes and decision making.
- Participate in Infection prevention and control and No Lift programs as appropriate to the role
- Promote a commitment to conduct and behaviour of Committees, Working Parties and Project Teams within which the role participates
- Maintain a working knowledge of relevant policies and procedures that relate to this role

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**Experience of service**

- Ensure that people accessing Beechworth Health Service will experience a person-centred approach with respect to their needs

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**Workforce**

- Participate in BHS's framework for staff development including mandatory competencies
- Act as a role model for colleagues

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- Play a role in the induction of new members of staff
  - Promote and encourage innovative service delivery
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**Relationships**

- Liaise with managers and assist in problem solving to deal with issues as they arise
  - Maintain a commitment to confidentiality of BHS materials, conversations, data and other information at all times
  - Attend and participate in relevant meetings at BHS
  - Present a courteous and respectful image to clients, colleagues, external organisations and other customers / visitors to BHS
  - Develop and foster strategic relationships with key internal partners.
  - Participate in the active management of BHS's commitment to the Prevention and Response to Family Violence through training, sensitive support for colleagues and others who may be experiencing the effects of family violence and by encouraging people to seek help as appropriate
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**Sustainability**

- Manage the use of BHS resources efficiently and effectively within the scope of the role
  - Contribute to a culture that promotes the BHS Values
  - Participate in the leadership of risk assessment and opportunity identification for the benefit of BHS
  - Contribute to organisational wide improvement processes including compliance and improvement initiatives
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**Risk Management:**

- To be observant with regard to identification of potential hazards and to act on those hazards appropriately 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 BHS policy/framework
  - 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
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**Occupational Health & 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
  - Read, understand, and comply with workplace health and safety policy, safe work practices and procedures.
  - To rectify actual or potential hazardous situations, where appropriate, in accordance with established policies and procedures
  - Attend training programs designed to monitor and protect the health of staff in their workplace
  - To report to your Manager:
    - Unsafe equipment, work practices or conditions
    - Any incidents, near misses, injuries, or illnesses.
    - Potential Hazards
    - Damage or defects to Beechworth Health Service equipment or property
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A performance appraisal will take place in the first 3 months of commencement of the role and annually thereafter.

An agreed set of performance indicators will be determined annually.

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

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

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

**Statement of Priority accountabilities <insert year>**

**Statement of Priorities 2021**

<b>Key areas of responsibility / Value Themes</b>	<b>BHS Service Plan / Strategic Plan / Statement of Priorities Accountability</b>
Quality	Demonstrates capacity to deal with and professionally manage challenging customer presentations in line with BHS policy
Experience	Demonstrates approach to customer enquiries that are consistent with BHS values
Workforce	Mandatory competencies completed
Relationships	Demonstrates above the line behaviours in working with colleagues and other people
Sustainability	Reports issues of concern and or infection control / OH&S / OVA risk

## JOB DEMANDS CHECKLIST

Beechworth Health Services endeavours to provide a safe working environment for all staff. The purpose of this section is to ensure that you fully understand and are able to perform the inherent requirements of the role (with reasonable adjustments if required) and that you are not placed in an environment or given tasks that would result in risks to your safety or others.

Frequency Definitions							
<b>I</b>	<b>= Infrequent</b>	Activity may be required very infrequently					
<b>O</b>	<b>= Occasional</b>	Activity required occasionally, not necessarily all shifts					
<b>F</b>	<b>= Frequent</b>	Activity required most shifts, up to 50% of the time					
<b>C</b>	<b>= Constant</b>	Activity that exists for the majority of each shift and may involve repetitive move for prolonged periods					
<b>N/A</b>	<b>= Not Applicable</b>	Activity not performed					
Aspects of Normal Workplace			Frequency				
Demands	Description	I	O	F	C	N/A	
Physical Demands							
Sitting	Remain seated to perform tasks	x					
Standing	Remain standing to perform tasks				x		
Walking	Periods of walking required to perform tasks			x			
Bending	Forward bending from waist to perform tasks			x			
Kneeling	Remaining in a kneeling position to perform tasks	x					
Lifting/Carrying	Light lifting and carrying		x				
	Moderate lifting and carrying	x					
	Assisted lifting (mechanical, equipment, person assist)					x	
Working at Heights	Ascending and descending ladders, stools, scaffolding					x	
Pushing / Pulling	Moving objects, e.g. Trolleys, beds, wheelchairs and floor cleaning equipment		x				
Reaching	Arms fully extended forward or raised above shoulder		x				
Crouching	Adopting a crouching posture to perform tasks	x					
Foot Movement	Use of leg and/or foot to operate machinery					x	

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Head Postures	Holding head in a position other than neutral (facing forward)	x				
Fingers/Hand/Arm Movement	Repetitive movements of fingers, hands and arms e.g. computer keyboarding		x			
Grasping/Fine Manipulation	Gripping, holding, clasping with fingers or hands	x				
Driving	Operating a motor-powered vehicle e.g. use of hospital cars, deliveries, visiting clients, tractor, ride on mower, forklift, bus, etc.		x			

Aspects of Normal Workplace		Frequency				
Demands	Description	I	O	F	C	N/A
<b>Psychosocial Demands</b>						
Distressed People	Highly emotional people crying, upset, unhappy, depressed, e.g. emergency or grief situations	x				
Aggressive / Unpredictable People	Raised voices, yelling, swearing and arguing e.g. drug/alcohol, dementia, mental illness	x				
Exposure to Distressing Situations	E.g. Child abuse, delivering bad news, viewing extreme injuries, viewing deceased	x				
<b>Environmental Demands</b>						
Gases	Working with explosive or flammable gases requiring precautionary measures					x
Liquids	Working with corrosive, toxic or poisonous liquids or chemicals requiring Personal Protective Equipment (PPE)					x
Noise	Environmental/background noise necessitates people raising their voice to be heard		x			
Biological Hazards	E.g. Exposure to body fluids, bacteria, infection diseases requiring PPE					x
Cytotoxic Hazards	Handling and/or preparation of cytotoxic materials					x
Radiation	Working with radiologic equipment					x