

Lilliane Brady Village

POSITION SPECIFICATION AND DESCRIPTION		
COOK		
HR 10d		
Authorised by:	Authorised on:	No of Pages: 4

Title: **Cook**
Care Service Employee – Grade 3

Qualifications:

Essential: HACCP Certification or Relevant Trade Certificate or Previous Catering Experience

Desirable: Certificate III Aged Care or equivalent

Previous experience in delivery of food services to “**Vulnerable Population**”

Responsible for: Planning, preparation and delivery of meal services to residents at the Lilliane Brady Village.

Implementation, reviewing and monitoring of the Food Safety Program for “Vulnerable Population”

Participation in Continuous Improvement Activities including auditing of kitchen activities to ensure compliance with NSW Food Authority requirements

Responsible to: The Director of Nursing

Hours of work: as per letter of appointment

Award: Local Government, Aged, Disability and Home Care (State) Award

Lilliane Brady Village acknowledges the contribution made by all staff in achieving Lilliane Brady Village's goals in the delivery of quality care to residents. In order to meet your commitment to these goals you will be required to:

1. Work within the Mission and Philosophy of the Organisation

- 1.1 Work within the stated mission statement, philosophy and objectives of the Lilliane Brady Village
- 1.2 Promote and articulate the role and function of the Lilliane Brady Village with residents, relatives, other health workers and the wider community.
- 1.3 Acknowledge and maintain residents' rights and confidentiality in accordance with the Charter of Residents' Rights.
- 1.4 Work according to the Lilliane Brady Village's policy, protocols and procedures.
- 1.5 Contribute to continuous improvement and the achievement of the Aged Care Accreditation Standards.

2. Work with Colleagues

- 2.1 Work cooperatively as a team leader.
- 2.2 Work within level of skill and knowledge and seek assistance from a supervisor or colleagues as necessary.
- 2.3 Contribute to continuous improvement by participation in committees and attendance at relevant meetings.
- 2.4 Practice a duty of care to each other by respecting each other's integrity and ability to contribute to a cohesive and harmonious team.
- 2.5 Assist in developing the competence of new or less experienced staff through the sharing of knowledge and by example.
- 2.6 Demonstrate flexibility in work practices in order to support colleagues and to meet the changing needs of the facility.

3. Demonstrate a Commitment to Training and Development

- 3.1 Maintain skills and knowledge related to work role.
- 3.2 Attend relevant inservice education sessions.
- 3.3 Seek opportunities to undertake continuing education provided by external agencies.
- 3.4 Maintain own service and continuing education records.
- 3.5 Share knowledge and expertise with other members of the work team gained through attendance at education forums.
- 3.6 Participate in regular performance review in accordance with the Lilliane Brady Village's policy.

4. Work within the Work Health and Safety Policy and Protocols of the Lilliane Brady Village.

Lilliane Brady Village has an obligation under Work Health and Safety legislation to provide a safe and healthy environment for all employees, residents and visitors.

- 4.1 Perform work activities and functions in a manner that promotes personal safety and risk management.
- 4.2 Identify hazards in the work area and report in accordance with the Lilliane Brady Village's policy and protocol.
- 4.3 Report all resident, staff and visitor incidents utilising the appropriate incident forms.
- 4.4 Work within the agreed Food Safety Program for the Lilliane Brady Village
- 4.5 Follow organisational guidelines for safe manual handling.
- 4.6 Select and use appropriate equipment according to the Lilliane Brady Village's policy and procedures.
- 4.7 Apply Standard Precautions according to the Lilliane Brady Village's policy and procedures.
- 4.8 Use and store cleaning agents/chemicals in accordance with relevant Material Safety Data Sheets
- 4.9 Attend compulsory fire safety lectures and evacuation drills.

5. Plan, Prepare and Deliver Meals to Residents to Meet the Service Needs of Lilliane Brady Village.

- 5.1 Contributes to development of a rotating menu that:
 - 5.1.1 Meets nutritional requirements for older people
 - 5.1.2 Is in line within the Food Safety Program
 - 5.1.3 Reflects residents' preferences
 - 5.1.4 considers budget allocation
- 5.2 As required ordering food supplies to allow the preparation of meals identified on the approved menu.
- 5.3 Receive, store and rotate food supplies in accordance with the Lilliane Brady Village's policy and protocol.
- 5.4 Prepare meals in accordance with the guidelines of the Food Safety Program
- 5.5 Prepare meals in accordance with each resident's identified needs and preferences.
- 5.6 Delegate catering activities to members of the work team commensurate with their abilities.
- 5.7 Monitor and maintain hygiene and cleanliness of food storage, preparation and service areas in accordance with the Lilliane Brady Village's policy and protocols.
- 5.8 Dispose of waste in accordance with the Lilliane Brady Village's policy and protocol.
- 5.9 Use and maintain catering equipment in accordance with manufacturers' instructions.
- 5.10 Supervisor and/or undertake cleaning activities of the kitchen and dining areas and associated equipment in accordance with the Lilliane Brady Village's cleaning schedule.

5.11 Advise the Director of Nursing regarding:

- 5.11.1 Non-compliances by staff to the Food Safety program.
- 5.11.2 the suitability of catering equipment prior to purchase
- 5.11.3 the need for the replacement of crockery, cutlery and other catering equipment
- 5.11.4 the performance of catering suppliers.
- 5.11.5 the performance of kitchen staff