

Position Description



Position Title:	COOK
Department:	Residential Aged Care_Hospital
Position Commencement Date:	TBD
Relevant Industrial Award:	Victorian Public Health Sector (Health & Allied, Management & Administrative Workers) Single Interest Agreement 2016-2020
Classification	
Employment Type:	Casual
Performance Review:	A six month probationary period will apply to this position. Incumbents will be required to attend a probationary review meeting 3-6 months from commencement.
Health Service Overview	
<p>Hesse Rural Health is a key integrated rural health care provider located within the three local government areas of Surf Coast, Colac Otway and Golden Plains. The organisation provides a broad range of services which include: Aged Residential including Dementia Specific Care, Sub-Acute Hospital, Urgent Care, Community Health, Health Promotion, District Nursing, Allied Health, Palliative Care, Home Support Program, Home Care Packages, Social Support Program Groups, Facilitated Play Groups and Occasional Child Care.</p> <p>Services operate from sites at Winchelsea, Beeac, Rokewood and Bannockburn. Hesse provides a community based, multi-disciplinary team approach to the identified health needs of the population and aims to promote the wellbeing of the rural community it serves.</p>	
Position Summary	
<p>The cook would be responsible for the preparation of high quality nutritious meals for patients, residents and community clients according to the prepared menu as well as food preparation for special functions and events as required. The cook must have the ability to undertake duties required in a time efficient, coordinated and organised manner in strict accordance to the food safety standards in the preparation and delivery of all food.</p> <p>The incumbent will work within a team environment and maintain effective working relationships with all staff, residents, families and other contractors.</p>	
Organisational Relationships	
Accountable Manager:	Director of Clinical Services
Supervisor:	Catering Coordinator
External Stakeholders:	Suppliers, contractors, food safety auditors, patients, residents, families
Specialist Skills, Knowledge, Roles & Responsibilities	

- Approach all work tasks with a person centred framework and positive customer service.
- Undertake the preparation and service of all meals in accordance with the relevant duty lists.
- Have a thorough understanding of the organisational Food Safety Plan.
- Ensure that hygienic work practices are maintained throughout meal preparation, delivery and clean up phases ensuring all infection control policies and food safety procedures are followed, and waste management and occupational health and safety guidelines are adhered to.
- Receive, check and store food supplies and general goods as required.
- Ensure meals are prepared and plated according to the client’s documented dietary requirements and choices.
- Liaise with nursing staff, care workers and support staff to accommodate dietary changes as necessary.
- Actively seek and be responsive to feedback received regarding meal quality, choices and requests from clients, staff or other stakeholders.
- Participate in internal and external quality and safety audits as required.
- Ensure the proper handling and safe storage of goods and equipment.
- Documentation of relevant information as required.
- Ensure safe operating procedures are followed and goods and equipment are safely stored.
- Receive, check and store cleaning equipment as required.
- Assist in the maintenance identification of all equipment.
- To work harmoniously and effectively within a team environment with all staff, residents, their families and other customers displaying a positive problem solving approach at all times.
- Liaise and engage effectively and productively with staff from other program areas to contribute to efficient organisational functioning.

Other Relevant Requirements

- Employment is subject to a satisfactory national Police Check and Working with Children Check.
- All staff must complete a Statutory Declaration in keeping with the requirements of the *Aged Care Act 1997* relevant to any spent convictions for murder or sexual assault.
- Persons who in the course of their duties are required to drive a HRH vehicle, must provide a copy of their current driver’s license. Loss of license or any license infringement must be reported to management immediately.
- The completion of a pre-existing injury or illness declaration is a requirement prior to appointment.
- All employees of HRH are bound to work according to: the policies and procedures of HRH, the relevant industrial agreements and Fair Work Act that provides the terms and conditions of the appointment, any Scope of Practice and professional codes of conduct relevant to the professional role, the HRH Employee Code of Conduct and the Victorian Code of Conduct for Victorian Public Sector Employees.
- Immunisation for seasonal influenza is mandatory for all employees without documented medical contraindications.

Key Selection Criteria

<ul style="list-style-type: none"> • Minimum Certificate III in Commercial Cookery or equivalent • Experience as a cook or catering support in a health or human service environment • Commitment to resident focussed service delivery • Current Safe Food Handling Certificate • Effective written and interpersonal communication skills • A flexible attitude to the work environment
Organisational Values
<p><i>INNOVATION - embracing new ideas that lead to success</i></p> <p><i>INTEGRITY- be open and honest and do the right thing for the right reasons</i></p> <p><i>CARING - displaying kindness and empathy</i></p> <p><i>ACCOUNTABLE- taking responsibility for our own actions</i></p> <p><i>RESPECT- value the rights and wishes of others</i></p> <p><i>EXCELLENCE- committed to being the best</i></p>
Occupational Health and Safety
<p>All staff are expected to:</p> <ul style="list-style-type: none"> • Comply with safety instructions in their work environment and to familiarise themselves with OHS procedures. • Be familiar with all emergency evacuation procedures and as necessary undertake the fire warden role relevant to workgroup. • Take care of their own health and safety as well as that of other people who may be affected by their conduct in the workplace. • Seek guidance about new or modified work procedures. • Ensure any hazardous conditions are eliminated or minimised and that near miss incidents and injuries are reported to Line Manager. • Undertake responsible people management taking into consideration their health and safety and support the actions contained in HRH OHS policies.
Infection Control
<p>An effective, integrated organisation wide infection control program is dependent upon the support, recognition, motivation, commitment and integrity of every staff member. All staff members have a responsibility to maintain infection prevention and control knowledge levels commensurate with the requirements of the position and to adhere to the organisations infection control prevention policies and procedures at all times. Hesse’s provides an immunisation program that follows the recommendations of the Australian Immunisation Handbook and is relevant to the duties and responsibilities of the workers role.</p>
Education

HRH is committed to professional development and continuous learning. All staff have a responsibility to undertake their own professional development and actively participate in the education of others. This may involve colleagues, health professionals from other disciplines or educating students. Inter-professional education is strongly encouraged and supported and is integral to a small rural health service.
Mandatory Competencies
All staff must undertake compulsory training for their workgroup as outlined according to the annual Compulsory Training Table.
Health and Wellbeing
The health and wellbeing of employees is a priority for HRH and it is an expectation that employees recognise the importance of an environment that promotes and nurtures the physical, mental, emotional and social wellbeing of all individuals. A culture of trust that promotes positive mental health and wellbeing through respect, supportive leadership, employee participation, positivity and shared decision making is expected.
Confidentiality
Confidentiality is a matter of concern for all persons who have access to personal information about patients, clients, residents or employees of HRH. Staff must understand and accept that in accessing this personal information they hold a position of trust relative to this information. In recognising these responsibilities staff must agree to preserve the confidential nature of this information. Failure to comply with this agreement may result in disciplinary action.
Quality and Risk Management
<ul style="list-style-type: none"> • Provide high quality care in services delivered as a priority. • Utilise a partnership approach with consumers to build effective relationships and respect client rights for choice. • Go beyond compliance to pursue excellence in care and services. • Speak up and raise concerns and issues, promoting a culture of transparency. • Share information and learnings regarding clinical safety. • Regularly update their skills and knowledge to provide and support the best care and services possible. • Understand and work to achieve quality compliance obligations in line with standards set by the organisation and by external quality regulators such as the National Safety and Quality Health Service Standards and Aged Care Quality and Safety Commission. • Actively monitor and improve the quality and safety of their care and services. • Practice in culturally safe and appropriate manner respectful of diverse populations. • Contribute to a culture of safety, transparency, teamwork and collaboration. • Support and promote a culture of safety and quality.
Special Requirements

Position Description

None noted.

Incumbent Statement

I, _____ have read, understood and accept the above Position Description.

Signed: _____ Date _____

Copy to staff member: Yes No

Manager Authorisation:

Name: _____

Signature: _____

Date: _____