

COOLAMON SHIRE COUNCIL POSITION DESCRIPTION

Position:	Care Service Employee – Cook
Status:	Permanent Full Time
Hours:	Minimum 38 hours per week
Reports to:	Aged Care Services Manager
Directorate:	Corporate and Community Services
Supervises:	Nil
Award/Grade:	Local Government, Aged, Disability and Home Care (State) Award Grade 3
Relationships:	Executive Managers; other Council staff; commercial, industrial and development professionals and contractors; and members of the public.

Position Summary

To work with the Aged Care Services Manager, Registered Nurses, other Care Service Employees and allied health professionals to provide the highest quality of daily living to the Residents of Allawah Lodge.

Key Responsibilities

- Prepare/cook all meals for the residents of Allawah Lodge adhering to their dietary needs.
- Create suitable, seasonal meal plans/options for residents to enjoy.
- Conduct food audits and ordering accordingly.
- Be responsible for cleaning the kitchen, assisted by other staff when the need arises.
- Be conscious of cultural differences and requirements of residents.
- Be respectful of residents' specific requirements and preferences.
- Be responsible for the monitoring of all goods and temperatures as per policy and procedures.
- Liaise with the Manager and Dietician concerning specific dietary needs of the residents.
- Conform to all Health Standards Policies related to food handling and preparation.
- Maintain a high standard of hygiene at all times.
- Be able to assist with catering for social occasions as required.
- Present food which is pleasant to the eye and to the palate.
- Ensure that WH&S requirements are followed.
- Keep up-to-date with HACCP and Food Safety changes.
- Ensure that the wellbeing of the residents is clearly visible to all.
- Ensure that a homely environment for all residents is promoted.
- Provide support to residents and other staff members as required.
- Any other duties as directed and considered relevant to the role and area of responsibility.

Position Criteria

Essential Qualifications, Licences and Experience

1. Qualification in commercial cookery or relevant experience.
2. Food Safety Supervisor Certificate or willingness to obtain.
3. Completion of TAFE Certificate III in Aged Care (desirable).

4. Class C Drivers licence.
5. Current First Aid Certificate or willingness to obtain.
6. Initial and ongoing National Police Clearance (Essential).
7. Not be listed on Aged Care Banning Order register (Essential).

Experience, Skills & Knowledge

8. Previous Aged Care Experience.
9. Previous leadership skills.
10. Good understanding of continuous improvement, WHS and Risk Management.
11. Knowledge of aged care issues and policy directions.

Organisational Responsibilities

Code of Conduct

It is important that all employees act in a manner that enhances community confidence in Council. Whilst on duty, employees are to give the whole of their time and attention to the business of Council. Employees are required to carry out their duties conscientiously, honestly, fairly and impartially. Employees are required to comply with Council's Code of Conduct at all times.

Values

All employees are expected to uphold, promote and behave in a manner consistent with Council's values. Through a collaborative approach and a strong commitment, the values will support Council's mission and guide the organisation in achieving its vision.

Equal Employment Opportunity, Diversity & Inclusion

Coolamon Shire Council is committed to the development and implementation of its Equal Employment Opportunity Management Plan which is designed to develop a more creative and skilled workforce to provide better services to the community.

Coolamon Shire Council is committed to an inclusive culture where diversity of thought and background is valued. We appropriately encourage maintenance of cultural identity while sharing common ideals and promoting equality of opportunity. This supports every person and team to excel, and enables innovation to continuously improve our delivery of services.

Council Policies, Guidelines and Procedures

Employees are required to comply with Council Policies, Management Guidelines and Procedures.

Work Health and Safety

Council has a duty of care under Work Health and Safety Legislation to ensure, so far as is reasonably practicable, the health and safety of workers. This includes requirements to eliminate or minimise risks to health and safety. To minimise risk and assist in protecting workers in employment at Council, workers are required to meet the inherent requirements of the position.

I have read and am satisfied that I have understood the contents of this Position Description. While this position description reflects the current duties and responsibilities, it is not be interpreted as all inclusive. It may be subject to review from time to time.

Employee Name: _____

Employee Signature: _____

Witness: _____

Date: _____