



POSITION DESCRIPTION

POSITION TITLE	Cook
REPORTS TO	Coordinator CHSP
AWARD	Social, Community, Home Care and Disability Services Industry Award 2010
CLASSIFICATION	Social and Community Services Employee
LEVEL	Level 3

POSITION SUMMARY

The Cook will provide other food services (OFS) to Ngoonbi Community Services Indigenous Corporation Clients by ensuring appropriate meals and nourishment is supplied in accordance to the Commonwealth Home Support Program (CHSP) services. This service is provided in order to maximise the individual's ability to continue living independently at home and assist in meeting the person's need for home care support.

This is a 3 day per week position. Days of work are Monday, Wednesday and Friday. When the COVID-19 restrictions lift fully, once a week Centre Based Day Care will recommence and consideration will be given to either appointing a second x 2-day Chef or increasing the hours of this position.

POSITION RESPONSIBILITIES

- Order, store and monitor kitchen stock levels on a daily basis ensuring efficient and adequate stock levels are maintained to meet operational needs;
- Ensure home delivery of quality meals to clients eligible for OFS in a COVID safe and hygienic manner;
- Develop menus, approved by a Dietician, the CHSP Coordinator and the Client in ways that provide variety, meet client's choice and dietary requirements and comply with CHSP funding guidelines;
- Coordinate and supervise Other Food Service staff to ensure person centred care is delivered to the clients of Ngoonbi CHSP;
- Provide supervision and direction to CBDC Food Service Workers in accordance with established policies and procedures;
- Develop, implement, review and co-ordinate all kitchen activities in accordance with established policies and procedures to the extent of the position's authority;
- Ensure food is prepared and handled safely for our high risk population and meets the requirements of the Food Act 2006 and industry best practice standards;
- Conduct food safety audits to comply with Ngoonbi's Food Safety Plan to maintain registration and program accreditation;
- Maintain records and data collection processes and report at regular intervals as directed by the Coordinator CHSP;
- Supervise, coach and mentor apprentices and trainees ensuring quality learning outcomes and trade qualifications are achieved;

- Maintain close observation for any potential hazards that may contribute to the safety and wellbeing of the client. Report any changes observed in the client, the home or anything else relevant to the client's health and wellbeing by completing a relevant Hazard Form;
- Undertake training when required and ensure Commonwealth Home Support Program National Standards are complied with and a high standard of work is maintained;
- Participate in Team, Quality Improvement and other meetings as required;
- Comply with Ngoonbi's Code of Conduct, Policies and Procedures and keep abreast of any changes to such Policies and Procedures as may occur from time to time, ensuring that you consistently contribute to the organisation's culture, productivity and reputation in a professional, courteous manner;
- As a supervisor model and uphold Ngoonbi's Code of Conduct, Policy, Procedure and contractual requirements ensuring staff are effectively contributing to service delivery requirements and upholding Ngoonbi's Mission and Vision statements;
- Plan with and report to the CHSP Coordinator on a weekly basis;
- Comply with any other reasonable and lawful instruction provided to you by your supervisor from time to time;
- Assume additional hours and work duties when the Centre Based Respite recommences when safe to do so in regards to the COVID-19 Pandemic.

POSITION REQUIREMENTS

Skills & Knowledge

- Working knowledge of statutory requirements relevant to the workplace;
- Sound knowledge of procedural/operational methods relevant to the workplace;
- Ability to develop and maintain respectful and productive relationships in a culturally sensitive environment;
- Ability to work as a valued member of the CHSP team;
- Sound knowledge of social and cultural issues affecting indigenous communities.

Qualifications & Experience

- Qualification as a Cook – Minimum Certificate III Commercial Cookery;
- Certificate III in Aged Care or a willingness to obtain;
- Food Hygiene Level 2 Certificate;
- Current open C class driver's licence;
- Current Driver's Authorisation or willingness to obtain;
- Current First Aid and CPR or willingness to obtain;
- Current National Police Check;
- Current Blue Card (working with Children) or ability to obtain;
- Current Yellow card (issued by Department of Communities, Disability Services and Seniors);
- Sound experience in food preparation in a Commercial Kitchen.

Organisational relationship

- Work under general supervision;
- Operate as a member of a team;
- Supervise other employees on the OFS team; Liaise with other Coordinators as directed;
- Engaging external parties such as suppliers and relevant dietitian.

Extent of Authority

- Freedom to act within defined established practices;
- Refer to procedures, documented methods and instructions to solve problems;
- Order kitchen stock and equipment as required within established guidelines;
- Ability to continuously improve processes and systems with approval of the Coordinator CHSP;
- Weekly planning of Activities and follow up with the CHSP Coordinator.

WORK HEALTH & SAFETY

Ngoonbi employees are required to abide by the Work Health & Safety Act 2011 (QLD) and Ngoonbi's WH&S Policy and Procedures. All employees are responsible for ensuring the safety of themselves and others while at work and must:

- Actively participate in reducing risk in the workplace;
- Follow safe working procedures and perform all tasks in a safe manner;
- Report all incidents, accidents and potential hazards in the workplace as soon as possible;
- Attend and actively participate in WH&S meetings and training events where required.