

Position Description

POSITION DETAILS			
Position Title	Cook		
Reports to	Residential Aged Care Manager		
Business Function	Residential Services	Salary Grade	ARRCS Enterprise Agreement – Aged Care General Employee
Direct Reports	0-5	Band / Level	Level 4/5 – Pending experience and qualifications.
Indirect Reports	0-5	Location	Northern Territory

REPORTING RELATIONSHIPS	
Internal Key Relationships	Hospitality Workers Operations Manager Consumers within our care and their families/relatives Operational Team Members and Front-Line Leaders
External Key Relationships	Collaborate with third parties providing services to the organisation

OUR ORGANISATION	
Australian Regional and Remote Community Services began in July 2014. ARRCS aspires to improve the quality of life for older people living in regional and remote areas of Australia. We currently provide support to people across the Northern Territory and South Australia through Residential Aged Care and Home Care Services. We take a holistic approach to our work and hold a deep respect for Aboriginal & Torres Strait Islander Cultures and Elders, which remain at the core of all that we do.	

OUR COMPANY VALUES				
Compassion	Respect	Justice	Working Together	Leading Through Learning
Through our understanding and empathy for others, we bring holistic care, hope and inspiration	We accept and honor diversity, uniqueness and the contribution of others	We commit to focus on the needs of the people we serve and to work for a fair, just and sustainable society	We value and appreciate the richness of individual contributors, partnerships, and teamwork.	Our culture encourages innovation and supports learning.

PURPOSE	
The role of the Cook will prepare meals in accordance with meal plan / menus that are nutritionally balanced for residents and will be responsible for preparing all meals including breakfast, morning tea, lunch, afternoon tea, dinner, and associated snacks.	
	The Cook is responsible for the preparation of food for the facilities kitchen and dining rooms, and for maintaining the kitchen in a clean, neat, and tidy manner. They will also support with kitchen hard duties including preparation and dishwashing duties.
	The Cook will also adhere to all ARRCS policies and procedures, and legislative food hygiene requirements.

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KEY RESPONSIBILITIES

Service Delivery

- Preparation of resident meals and snacks for consumption as per planned weekly menus & recipes.
- Prepare and present food within set time frame to ensure freshness, quality and maintain food safety.
- Store food correctly and rotate on a first in first out basis in accordance with HACCP regulations.
- Attempt to reduce food wastage in both preparation of meals and storage.
- Compliance with food handling legislation requirements and facility procedures.
- Prepare food to suitable consistency and diet type for the consumption of individual residents in accordance with resident Care Plans (i.e., diabetic, high/low protein, gluten free or coeliac).
- Identify and provide recommendations for improvements to procedures and processes that will result in more effective and efficient kitchen operations to the appropriate management staff.
- Effectively and efficiently complete all daily tasks as per rostered and allocated shift duty list.
- Maintain a clean and tidy working environment.
- Contribute to, and encourage effective teamwork in the kitchen through:
 - Positive communication,
 - Active participation in activities
 - and proactively assisting others with their duties
- Establish and maintain positive relationships with staff members, residents, and their families.
- Bring to the attention of the Head Chef any possible problems or issues of concern regarding any aspect of food catering services.
- Bring to the attention of the Head Chef any possible problems or issues of concern regarding any aspect of kitchen equipment, crockery, cutlery, or utensils.
- Any other kitchen duties as requested by the Head Chef and/or Residential Services Manager

Teamwork & Development

- Works collaboratively within the team and actively participates and engages in team meetings and initiatives.
- Ensures a solution focused mindset actively problem solving and addressing any emergent issues.
- Sets personal goals, completes tasks, and meets deadlines ensuring work is achieved within required company, legislative and client expected timeframes.
- Where required, liaises with carers, families and significant others involved in providing care, including specialist generic agencies and other mainstream service providers.
- Identifies any communication or workflow issues and makes suggestions for improvement.
- Ensures individual learning and training is compliant with Organisational Training Matrix taking accountability to finish required training by due dates.

Quality, Safety and Risk Management

- Commitment to ensuring quality services are delivered to both internal & external clients through the quality, safety, and risk management system. Act in accordance with all relevant external legislation and internal ARRCS policies and procedures that relate to this position and the organisation.
- Understand the importance of the quality and safety system at ARRCS and assume responsibility for the delivery of the system through.
- Active participation in quality improvement activities.
- Actively participate in staff meetings.

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- Demonstrated knowledge of the Fire Safety and Evacuation Procedure.
- Working knowledge of the ARRCS Infection Control, WHS and Manual Handling policies and procedures with an emphasis on promoting compliance amongst team.
- Be aware and comply with all Standards and Guidelines for Aged Care Services.
- Exercise due care and economy in the use of ARRCS equipment and supplies.

Personal Accountability

- Compliance with ARRCS's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
- Cooperate with strategies to actively ensure the safety, protection and well-being of elderly and children who come into association with us.
- Ensure appropriate use of resources.
- Work collaboratively with ARRCS employees and external stakeholders in accordance with ARRCS's values and professional standards of behaviour.
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
- Actively participate in initiatives to meet Reconciliation Action Plan and empowering of First Nations people within our employment and for those we serve in our positions.
- Identify opportunities to integrate and work collaboratively across teams.
- Take reasonable care for your own health and safety, and health and safety of others (to the extent required).
- Promote a positive safety culture by contributing to health and safety consultation and communication.
- Promptly respond to and report health and safety hazards, incidents and near misses to line management
- Attend mandatory training sessions (i.e., equal employment opportunity, health, and safety) and mandatory training specific to position.

SELECTION CRITERIA

Key skills and experience that the applicant requires to qualify for the role:

Qualifications – Essential

- Certificate III in Commercial Cookery or a similar discipline
- Completion of / Certified Food Handlers Certificate – 3.2.2A

Experience

- Minimum of 2 years' experience in a commercial cook environment, with preference within a Health or Aged care environment.
- Demonstrated prior experience working in a commercial kitchen and development of menus' and working with multiple dietary requirements.
- Extensive knowledge of health and safety legislation in response to food preparation, food handling and storage.
- Demonstrated ability in achieving personal goals and identifying areas for new training, development and requesting further training for any development in competency skill checks.
- Demonstrated ability to respond and adapt to competing priorities whilst working unsupervised.
- Demonstrated ability to empathise with Aged People, their families, and Personal Carers.

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Mandatory Requirements

- NDIS Worker Screening Check – Received or lodged prior to commencement.
- Current year Influenza Vaccination.
- National Police Check – Lodged or received within 3-months prior to commencement.
- Driver's License

Duties Statement

It is not the intent of this position description to limit the scope of this position in any way but to give an overview of this role at Australian Regional and Remote Community Services. You will at times be required to work on other tasks and areas as directed by your manager or ARRCS Leadership Team. By signing your contract of employment, you accept and agree to the role and responsibilities as outlined in this position description.