

Our Vision: Older people have access to responsive, high quality aged care services.

Our Mission: Doutta Galla exists to provide access to aged care service options which are affordable and inclusive of people with diverse experiences and backgrounds.

Our Values:



Position Description

Position Title:	Chef (Grades A, B, C, D)	Position Reports To:	Facility Manager or Residential Services Manager
Positions Reporting to this Position:	Catering Staff		

Position Purpose:	<p>The Chef is responsible for the provision of high quality, nutritious and appropriate meal services to all residents whilst maintaining excellence in food service standards, compliance with all relevant regulations and accreditation standards, and ensuring a high level of resident satisfaction.</p> <p>This position assumes the role of Food Safety Supervisor, ensuring that all staff adhere to and follow the food safety program at all times.</p> <p>The Chef has direct line management responsibility for all catering staff at the facility.</p>
Key Responsibilities	<ul style="list-style-type: none"> • Customer Service and Catering • Quality and Continuous Improvement • Staff Management • Infection Control • Procurement and Inventory Control

	<ul style="list-style-type: none"> Occupational Health and Safety / Food Safety
Qualifications:	<ul style="list-style-type: none"> Appropriate Chef Qualifications or Trade Cook certificate or equivalent Current Food Handling/Food Safety Certificate Completion of the following units of competence from the Health Training Package or a willingness to undertake: <ul style="list-style-type: none"> HLTS207C – Follow Basic Food Safety Practices HLTFS31C – Apply & Monitor Food Safety Requirements HLTFS309C – Oversee the day-to-day implementation of Food Safety in the workplace
Skills:	<ul style="list-style-type: none"> Demonstrates excellence in customer service at all times Demonstrated knowledge and understanding of Food Safety Standards and HACCP based food safety programs Excellent interpersonal and communication skills with an ability to motivate and engage staff
Experience:	<ul style="list-style-type: none"> 2-5 years' experience in menu and food preparation Minimum 2 years in a supervisory or management role or similar and has demonstrated experience in supervising food handlers and ensuring that food handling is undertaken safely Commitment to the provision of high quality, nutritious and appetising food and beverages, demonstrating a strong sense of pride and accomplishment in service delivery Professional attitude and appearance with a commitment to continuous self improvement
Leadership	<ul style="list-style-type: none"> Undertake orientation, induction and appropriate training for staff to ensure all work practices meet with the Food Safety Program. In conjunction with the Facility Manager, undertake and implement staffing rosters to meet budgetary and operational requirements. Undertake regular performance monitoring and evaluation of catering staff and liaise with the Facility Manager in relation to staff performance. Ensure catering staff adhere to regulatory, legislative and OH&S requirements. Ensure catering staff undertake appropriate training, and provide tool box talks to catering staff as required

	<ul style="list-style-type: none"> • Regularly attend and participate in meetings including catering committee meetings as required. • Actively contribute to establishing and maintaining constructive relationships with the team.
Resident Dignity and Choice (Aged Care Quality Standard 1)	<ul style="list-style-type: none"> • Treat all residents with dignity and respect, valuing their identity, culture and diversity. • Support residents to exercise choice and independence; to make decisions about their own care, the way care services are delivered and how family and others are involved in their care. • Ensure all resident information is kept confidential, privacy is respected and information provided to the resident is clear and easy to understand so residents may exercise choice.
Ongoing Assessment and Planning (Aged Care Quality Standard 2)	<ul style="list-style-type: none"> • Ensure resident care services delivery is based on the current needs, goals and preferences of residents as identified in partnership with the resident and others the resident wishes to involve in the planning process. • Ensure assessment and planning, including consideration of risks to resident health and well-being, informs the delivery of safe and effective care and services.
Personal and Clinical Care (Aged Care Quality Standard 3)	<ul style="list-style-type: none"> • Ensure interactions with residents and their representatives are kind, caring and respectful of each individuals identity, culture and diversity • Ensure facility menus provide for adequate nutrition and hydration of all residents in accordance with their individual physical, cultural and spiritual needs. • Review and continuously improve menus on a regular basis, ensuring meals are prepared as per resident requirements and in accordance with food safety legislation. • Ensure recipes (with dietician input) are documented appropriately for all menu dishes and that special dietary requirements for individual residents such as diabetic, high/low fibre, high/low protein or weight management are reviewed and updated regularly on a weekly or as needs basis. • In conjunction with the dietician and clinical staff, ensure a record of resident needs, preferences, special requirements, allergies and assistive devices are maintained and relevant aides provided at each meal.
Support For Daily Living (Aged Care Quality Standard 4)	<ul style="list-style-type: none"> • Ensure all meals served across the seven day period are appetising and appropriate with suitable alternative meal choices available for residents.

	<ul style="list-style-type: none"> • Provide for the enjoyment of festive and/or special occasion foods with input from residents and their representatives, dietician, clinical staff, leisure and lifestyle staff and Facility Management.
<p>OH&S (Aged Care Quality Standard 5)</p>	<ul style="list-style-type: none"> • Ensure the maintenance of a safe working environment that meets regulatory requirements and undertake all duties in a manner that demonstrates, at all times, due regard for the wellbeing and safety of self, colleagues and residents. • Adhere to Occupational Health and Safety Act and associated policies and procedures. • Respond appropriately to situations of risk or potential risk to residents, staff and public. • Monitor the safety of equipment and ensure equipment is maintained and used in a safe manner in line with manufacturer's instructions and organisational guidelines, and report any breakdown or requirements to the Registered Nurse In-Charge, CCC or Facility Manager. • Actively participate in training and education sessions regarding occupational health and safety. • Understand emergency code management, fire and evacuation procedures and implement if required. • Report immediately all accidents / incidents in accordance with organisational guidelines and where necessary document in accordance with organisational guidelines.
<p>Feedback and Complaints (Aged Care Quality Standard 6)</p>	<ul style="list-style-type: none"> • Provide support to residents and their families and ensure any queries, comments, suggestions and / or concerns are managed promptly, effectively and efficiently or referred appropriately according role level of responsibility. • Comply with all Privacy Legislation requirements and Doutta Galla confidentiality statements when communicating information pertaining to residents, staff and the operations of any Doutta Galla facilities. • Facilitate awareness of and access to advocates, language services and other methods of raising and resolving complaints in accordance with Doutta Galla policies and procedures and within scope of role.

Acknowledgement

- I have read this position description and agree to undertake the duties and responsibilities as listed above.
- I understand I am responsible for ensuring I undertake my duties in compliance the new Aged Care Quality Standards as contained in the Quality of Care Amendment (Single Quality Framework) Principles 2018.
- I understand this position description is subject to review and amendment at any time, as appropriate and approved by HR.
- I also acknowledge that I may be required to undertake additional duties and responsibilities from time to time that are not detailed above.
- I have read and understood the Doutta Galla Code of Conduct.

Name:

Signature:

Date:
