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| Our purpose:               | Curtin Heritage Living is focused on meeting the needs of aged and less able residents, and their families, of the western district of Perth. We aim to provide high quality, contemporary and client focused accommodation, care, and related services on a not-for-profit basis.   |
| Our values:                | <p>Client Focus: Our clients are at the centre of everything we do.</p> <p>Community Attitude: We work as a single community to meet the needs of our clients and the wider community.</p> <p>Accountability: We are accountable to our clients, their loved ones, our team, and ourselves.</p> <p>Simplicity: We seek the most simple, flexible, and user-friendly way of providing services.</p>   |
| Who you report to:         | You will report to the Hospitality Manager.  |
| Who reports to you:        | Catering staff located at the sites that you work report to you.   |
| Your key responsibilities: | <p>Client Focus:</p> <ul style="list-style-type: none"> <li>• Assist the chefs to provide a fresh-cook meal service at the site that is based on a nutritious, tasty, and variable rotation menu that meets the specific needs of clients.</li> <li>• Prepare meals in accordance with the menu plans and client care plans.</li> <li>• Act as an advocate for the client and their representatives and ensure the dignity, privacy and freedoms of clients are upheld in line with the Charter of Aged Care Rights.</li> <li>• Always behave and treat clients in accordance with the Code of Conduct for Aged Care.</li> </ul> <p>Community Attitude:</p> <ul style="list-style-type: none"> <li>• Work as a team to deliver consistent, client-focused catering services.</li> <li>• Communicate with other team members in a positive manner.</li> <li>• Supervise hospitality assistants.</li> <li>• Actively promote our services to both existing and prospective clients.</li> </ul> <p>Accountability:</p> <ul style="list-style-type: none"> <li>• Ensure compliance with all laws, legislation, regulatory frameworks, quality standards, policy, processes, and work instructions.</li> <li>• Ensure the appropriate use of organisational resources with appropriate staffing, portion control, supplier engagement and stock control.</li> <li>• Ensure the accurate and timely completion of catering policy, procedures, HACCP guidelines and kitchen records.</li> <li>• Ensure that rostering, timesheet, leave, expense, and reimbursement documents are completed accurately and submitted efficiently.</li> <li>• Identify and report concerns, complaints, hazards, and incidents promptly and in line with continuous improvement, incident reporting and complaints processes.</li> <li>• Take reasonable care to ensure your own safety and health as well as the safety and health of those around you.</li> <li>• Ensure the proper use of any personal protective clothing and equipment.</li> </ul> <p>Simplicity:</p> <ul style="list-style-type: none"> <li>• Ensure activities are focused on the client and organisational purpose.</li> <li>• Identify opportunities for improvement in line with continuous improvement processes.</li> </ul> |
| Where you will be working: | <ul style="list-style-type: none"> <li>• You will be based at the service identified in your employment agreement but may be asked to work at other Curtin Heritage Living sites if required.</li> </ul>   |

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|                                  | <ul style="list-style-type: none"> <li>You may have the opportunity to attend offsite meetings and education sessions from time-to-time.</li> </ul>   |
| Your key performance indicators: | <p>Your measures of success will be based on your capacity to demonstrate:</p> <ul style="list-style-type: none"> <li>A commitment to the mission, vision, and values of Curtin Heritage Living.</li> <li>An ability to provide client-focused services.</li> <li>The fulfilment of all responsibilities outlined in this position description and duty statements.</li> <li>Compliance with organisational processes and directions.</li> </ul>  |
| Success Profile:                 | <p>Essential:</p> <ul style="list-style-type: none"> <li>Experience working in a fresh-cooked food preparation environment.</li> <li>Demonstrated aptitude to help improve the lives of older people.</li> <li>Demonstrated ability to work in a team environment.</li> <li>Reliable and positive work ethic.</li> <li>Attention to personal appearance.</li> <li>Basic computer skills.</li> <li>Ability to provide evidence that satisfies all health, safety, and right-to-work obligations required by legislation, regulation, or organisational policy including, but not limited to, a National Police Clearance (current within 3-years) and any required vaccination evidence.</li> </ul> <p>Desirable:</p> <ul style="list-style-type: none"> <li>Certificate III in Hospitality Commercial cooking (or equivalent).</li> <li>Experience working in aged care, community services or disability services.</li> <li>Well-developed verbal, written and interpersonal communication skills.</li> <li>Excellent organisational skills and the ability to adapt work priorities and meet deadlines depending on the needs of the client.</li> </ul> |
| Ongoing training requirements:   | <ul style="list-style-type: none"> <li>You are required to attend annual training and complete training competencies to ensure currency of practice.</li> <li>You are encouraged to participate in a range of education opportunities that will assist in the development of your skills.</li> <li>You will meet with your manager to discuss your performance and work needs on regular bases in line with our performance management procedure.</li> </ul>  |