

Position Description

POSITION DETAILS			
Position Title	Chef		
Reports to	Residential Aged Care Manager		
Business Function	Residential Services	Salary Grade	ARRCS Enterprise Agreement – Aged Care General Employee
Direct Reports	0-10	Band / Level	Level 6 – Dependent on experience and qualifications
Indirect Reports	NA	Location	Northern Territory

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

OUR ORGANISATION
ARRCS work began in 2014 with aspirations to improve the quality of life for people living in regional and remote areas of Australia. Today, our commitment remains stronger than ever. We provide support to people across the Northern Territory through Residential Aged Care, Childcare and Regional Home Care services and School Nutrition programs. We take a holistic approach, and a deep respect for all Elders and Aboriginal Cultures is at the heart of our work.

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
<p>The role of the Chef 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.</p> <p>The Chef is responsible for management of kitchen staff and for maintaining the kitchen in a clean, neat, and tidy manner. The Head Chef will also adhere to all ARRCS policies and procedures, and legislative food hygiene requirements.</p>

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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.
- Continuous proactive approach to reduce food wastage.
- 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
- 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:
 - Communication.
 - Active participation in activities.
 - Proactively assisting others with their duties.
- Manage the timely preparation and serving of meals and snacks, and completion of kitchen, dining room and associated service area cleaning.
- Establish and maintain positive relationships with staff members, residents, and their families.
- Participation in staff training and learning activities.
- Manage and any possible problems or issues of concern regarding any aspect of food catering services, either identified individually or raised by other staff.
- Manage any possible problems or issues of concern regarding any aspect of kitchen equipment, crockery, cutlery or utensils, either identified individually or raised by other staff.
- Ensure a high standard of personal hygiene and be suitably attired.
- Ensure that ARRCS's catering services meets and exceeds the level of compliance required under the Aged Care standards for accreditation.
- Any other kitchen duties as requested by the Residential Services Manager or other senior staff.
- Oversee the management of all Kitchen staff including Kitchen Hands, Cooks and other auxiliary staff. This includes:
 - Support in the recruitment of new staff.
 - Ongoing management including performance management, reviews, and probation, following ARRCS set processes and procedures.
 - Provide mentoring and guidance to staff.
 - When required, support staff in on-going training and mentoring for development.
 - Provide support and guidance for any issues or grievances raised in accordance to ARRCS policy and procedures.

Team Work and 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.

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- 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.

Work, Health and Safety

- Participate and contribute to WHS practises to ensure a safe work environment.
- Ensure that team members comply with WHS policies and procedures and promptly respond to and report health and safety hazards, incidents, near misses and workers compensation.

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 (minimum).
- Completion of / Certified Food Handlers Certificate – 3.2.2A.

Experience

- Preference to a minimum of 12 months experience in a commercial kitchen.
- Knowledge and experience working in the aged care or healthcare industry.
- Ability to plan and prepare meal plans to multiple dietary needs.
- Keen to develop and learn skills in First national cultural cooking.

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- Ability to lead a small team and direct kitchen hard staff.

Mandatory Requirements

- NDIS Worker Screening
- Influenza Vaccination
- National Police Check – Dated within 3 months of 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 the Residential Aged Care 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.