

## Position Description – Chef

### Core Detail

<b>Title</b>	Chef
<b>Role</b>	Assist the Chef Manager in the efficient management and operation of the dietary and catering services department, ensuring a safe, high quality fresh-cook food service to the residents and guests.

### Position Parameters

<b>Employment</b>	Full time, permanent part-time, casual
<b>Reporting to</b>	Chef Manager
<b>Staff directly supervising</b>	Cook – Level 3, Catering Team Members
<b>Location</b>	TriCare Aged Care Residences

### Detailed Description of the Position

<b>Catering and Special Diets</b>	<ul style="list-style-type: none"> <li>• Comply with all aspects of food preparation and cooking, presentation, serving of meals, preparing palatable and nutritious meals, using the recipes and menus.</li> <li>• Ensure all foods are handled according to the food safety plan and compliant with the Aged Care Nutrition and Hydration requirements under the Aged Care Act.</li> <li>• Ensure that the food cooked is of suitable consistency for the consumption of individual residents.</li> <li>• Ensure that food is prepared in appropriate quantities to meet the residents' menu choice.</li> <li>• Organise the preparation of cultural/religious meals to meet the needs of the individual residents within the budgetary constraints.</li> <li>• Prepare special diets in accordance with dietician or Clinical Manager guidelines (e.g. diabetic, high/low protein, gluten free or coeliac).</li> <li>• Prepare and account for kitchen snacks and meals, made available after kitchen hours.</li> <li>• Be aware of resident food preferences and substitute alternatives where possible.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Prepare and present food within set timeframes to ensure freshness and quality, and to maintain food safety.</li> <li>• Monitor and register food wastage.</li> <li>• Make sure meal times are adhered to through the delivery of meals in a high quality and efficient manner by Hospitality team members and Personal Care Workers.</li> </ul>
<b>Ordering, Delivery, Stock Control and Food Storage</b>	<ul style="list-style-type: none"> <li>• Responsible for ordering through nominated suppliers, checking quantities, unit contract prices and the storage of food as required by the prescribed weekly menu.</li> <li>• Ensure that the food delivered is stored correctly and rotated first-in, first-out (FIFO).</li> <li>• Liaise with the Chef Manager regarding residents' feedback, special food orders, cultural events (e.g. Christmas, ANZAC Day, Australia Day, Melbourne Cup, Easter etc).</li> <li>• Receive and check food deliveries (weigh or count) against orders, whilst checking the quality of all products received. Return what is not acceptable or compliant and request a credit.</li> <li>• Transport food safely and hygienically.</li> <li>• Ensure cleaning schedules are adhered to and that the condition of the catering premises is acceptable. Report any issues.</li> </ul>
<b>Teamwork</b>	<ul style="list-style-type: none"> <li>• Participate and contribute to effective teamwork through communication, organisation of activities and sharing of duties.</li> <li>• Accept responsibility for work activity and seek clarification of duties or procedures if required.</li> <li>• Maintain a clean and tidy working environment.</li> <li>• Participate in new employee and resident orientation activities.</li> <li>• Support and act as a role model to all employees.</li> <li>• Establish and maintain positive relationships with colleagues and employees.</li> <li>• Perform the duties and responsibilities that TriCare assigns to the employee. TriCare may vary these duties and responsibilities at any time.</li> <li>• Work in any area within the Aged Care Residence as directed.</li> </ul>

<b>Communication</b>	<ul style="list-style-type: none"> <li>• Alert the Chef Manager to problems or issues of concern regarding any aspect of the catering services.</li> <li>• Seek clarification of work activity or procedure if required.</li> <li>• Ensure courteous communication with all employees, residents and visitors.</li> <li>• Report any evidence of pest infestation immediately.</li> <li>• Identify and report any factors that may place residents at nutritional risk.</li> </ul>
<b>Employee Management</b>	<ul style="list-style-type: none"> <li>• Direct and supervise kitchen personnel in their duties ensuring compliance with human resource policies, procedures and the aged care employee handbook.</li> <li>• Participation in QPIR performance appraisal as required.</li> <li>• Inform the Chef Manager of any issue requiring their attention.</li> <li>• Efficient use of physical resources to maximum effect.</li> </ul>
<b>Quality Measure</b>	<ul style="list-style-type: none"> <li>• All food to be prepared, cooked, served and stored in accordance with the relevant food regulations and the TriCare Food Safety Program.</li> <li>• Maintain regular cleaning of all areas within the kitchen as per schedule and Food Safety Plan.</li> <li>• Ensure a high standard of personal hygiene and professional attire, i.e. Chef's uniform.</li> <li>• Ensure that all hospitality employees maintain a high standard of personal hygiene and professional attire.</li> <li>• Ensure employees adhere to the Injury Risk Management program and guidelines.</li> </ul>

## Skills and Knowledge

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### Essential:

- Demonstrated knowledge of kitchen operations
- Qualified food safety supervisor
- Proven organisation and time management skills
- Demonstrated ability to supervise employees
- Knowledge of the different chemicals/detergents and their uses
- Advanced verbal and written communication skills

- Team orientation
- Ability to work with awkward/heavy items of equipment
- Previous experience with reporting on improved work practices
- Knowledge of performance management practices.

Desirable:

- Previous experience in Aged Care
- Knowledge of dietary requirements of the elderly

### Personal/Other Attributes

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- Self-motivated person
- Willing to act as role model for all employees
- Team player
- Willingly acts as an advocate for residents and other team members
- Displays a high level of initiative
- Flexible approach to working hours
- Ability to work under pressure
- Ability to work unsupervised where necessary
- Acts enthusiastically to improve service levels
- Exhibits a caring nature
- Committed to quality outcomes

### Experience

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- Certificate III in Commercial Cookery or equivalent
- Minimum of 2 years' experience as a cook in a bulk catering operation

### Work Health and Safety

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The incumbent has the responsibility to comply with and meet all obligations contained in:

- a) Work Health and Safety (WHS) legislation;
- b) Related WHS responsibilities; and
- c) TriCare's Risk Management (RM) standards.

### Performance Measures

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Performance will be managed by the Quality Performance Improvement Review (QPIR) system which includes an annual review.