

Position description Chef

Position details:

Position title:	Chef	Reports to:	Senior Head Chef
Department/Division:	Residential Care	Direct reports:	Catering Assistants

Position:

The Chef works with and under the direction of the Senior Head Chef to ensure our catering services are delivered to meet the required standards for food preparation, hygiene, delivery, resident care and resident nutritional needs. This is through the preparation and delivery of all food services in the aged care facility dining rooms.

Key performance indicators:

- Preparation and cooking of standard menu items as well as cater to special events as per catering requests.
- Contribute to improving the overall quality of food services.
- Undertake allocated shift tasks and support the team to complete shift work tasks.
- Maintain and develop professional working relationships with internal and external stakeholders.
- Provide supervision, support and training to catering employees.
- Act as Head Chef during the absence of the Senior Head Chef.
- Provide catering assistance to the lifestyle centre café during periods of leave.
- Ensure quality of catering to consumers whilst addressing all dietary requirements.
- Maintain stock control for the efficient operation of kitchen and dining area.
- Ensuring the kitchen, dining room and surrounds are cleaned to required standards as per daily cleaning schedules.
- Ensure maintenance of accreditation standards and HACCP compliance.
- Ensure daily completion of all documentation.
- Maintain and promote Goodwin's reputation as a quality organisation.
- Maintain high level customer service and professionalism.
- In conjunction with the Head Chef, manager team performance.

Other:

- Compliance with organisational policies and procedures, legislation, Work Health and Safety and diversity.
- Commitment to quality systems and continuous improvement.

Selection criteria:**Qualifications:**

- Certificate III in Catering or Commercial Cookery
- Food Safety Supervisor

Essential Skills:

- Knowledge of health and nutritional needs of older people.
- Ability to work with limited supervision.
- High level knowledge of HACCP and work health safety requirements.
- Strong interpersonal skills and ability to communicate with a range of stakeholders.

Desirable Skills:

- Qualifications and or experience in work health and safety.
- Knowledge of the Aged Care Accreditation Standards.
- Understanding of the Aged Care Act 1997.

Position description

Chef

- Understanding of the Food Act, Regulations and Standards.

Personal Attributes:

- High ethical standard, is trustworthy and confidential.
- Works well individually and as a team member.
- Has consideration and respect for others and their views.
- Adapts to changing environments and demands.
- Enthusiastic, energetic, projects a positive image.
- Good attention to detail, efficiency and effectiveness.

Work health and safety:

- Participate and contribute to Work Health & Safety practices to ensure a safe work environment.
- Ensure that workers comply with WHS policies and procedures

Position approval:

This position is approved at GACS Supervisor Level 1 under the Goodwin Enterprise Agreement.

Authorisation:

This position description has been authorised as part of Goodwin's document management process. It comes into effect on the date indicated next to the CEO/COO signature.

CEO/COO signature:		Date:	14/11/17
---------------------------	---	--------------	----------

GOODWIN FORM