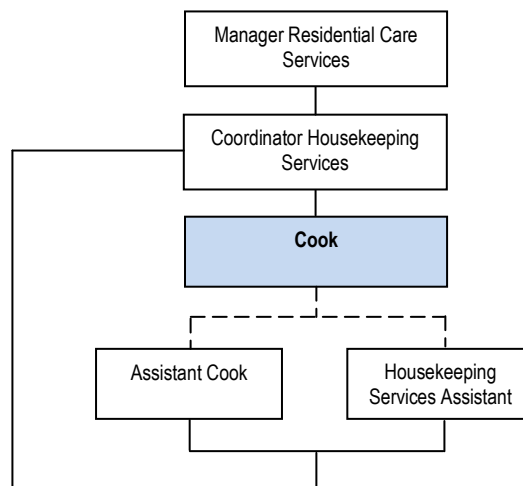


## Cook

<b>Award/Agreement</b>	Current Resthaven Incorporated Residential Aged Care and Community Services Enterprise Agreement
<b>Responsible to</b>	Coordinator Housekeeping Services
<b>Summary of role</b>	In accordance with the vision, mission and values of Resthaven, the Cook is responsible for providing a quality catering service which meets resident needs.
<b>Reporting lines</b>	<p>The Cook is an integral member of the housekeeping services team which is the responsibility of the Coordinator Housekeeping Services.</p> <p>Cooks are responsible for providing leadership and first line supervision to kitchen staff including the Assistant Cook and Housekeeping Services Assistants. This responsibility includes the allocation of duties to kitchen staff.</p>



### Key Responsibilities and Duties

- Ensure a quality catering service is provided to residents by:
  - Assisting elderly people to meet daily living needs including nourishment within a plan of care
  - Maintaining a current knowledge of safe work practice, housekeeping practice and food safety legislation and Resthaven's Food Safety Program
  - Planning, preparing and programming menus for High Care, Low Care and other as required
- Ensuring effective supervision of kitchen and dining room staff to ensure safe work practices, food preparation and delivery by:
  - Implementing work practices that ensure kitchen equipment and utensils are maintained and secured
  - Ordering, checking and rotating all food supplies
  - Ensuring standards of safety and cleanliness within kitchen and storage areas as designated by Resthaven and governing health authorities

### **Key Responsibilities and Duties (continued)**

- Exercising effective communication skills in the workplace by:
  - Maintaining effective communication with Coordinator Housekeeping Services and Housekeeping Services staff
  - Liaising with the care staff regarding special dietary needs

### **Quality and Safety**

Responsible for:

- Undertaking all duties in accordance with Resthaven's Quality Management System, policies and procedures
- Participating in Resthaven Quality Management System and commitment to processes of continuous improvement activities, including auditing, surveys and needs analysis
- Maintaining a safe work environment in accordance with Resthaven Work Health and Safety Policies and Procedures, and actively participating in the rehabilitation of staff injured at work
- Assisting in the on-going maintenance of a safe work place through involvement in the implementation of safe systems of work in accordance with Resthaven Work Health and Safety Policies and Procedures
- Participating in mandatory Health and Safety training sessions
- Identifying and reporting hazards in the workplace

### **Privacy and Confidentiality**

Responsible for:

- Applying the principles of privacy and confidentiality to all work practices
- Adhering to Resthaven Privacy of Information Policy and Procedure at all times
- Maintaining a duty of confidentiality to all residents, clients, volunteers and staff
- Ensuring that any "Confidential Information" that becomes known through the course of employment with Resthaven is kept confidential including information relating to Resthaven's:
  - business or operational interests;
  - methodology and affairs;
  - financial information; and
  - anything else that is notified as being confidential

Other duties as directed by the Coordinator Housekeeping Services commensurate with classification and training.

### ESSENTIAL CRITERIA

- Certificate in Commercial Cookery (or equivalent) and/or experience as a Cook in a service organisation
- Ability to work effectively as a team member
- Ability to demonstrate understanding and communicate effectively with older people
- Ability to implement continuous improvement practices
- Ability to prioritise workloads, demonstrate flexibility and achieve outcomes within specified timeframes
- Knowledge of food safety legislation

### DESIRABLE CRITERIA

- Experience with HACCP implementation and review
- Experience working within an aged care setting
- Experience supervising kitchen staff

Acknowledged \_\_\_\_\_  
Coordinator Housekeeping Services

Date \_\_\_\_\_

Acknowledged \_\_\_\_\_  
Employee

Date \_\_\_\_\_