



## POSITION DESCRIPTION

<b>Name:</b>	Trade Cook/Chef
<b>Commencement / Last Date Reviewed:</b>	July 2018
<b>Reviewed By:</b>	Support Services Operations Manager

## ORGANISATIONAL STRUCTURE

Position Title	Role / Team	Area	Direct Reports
Trade Cook	Support Services	Corporate Services	NIL
Location	Employment Type	Reports To	Professional Accountability
Wangaratta	FT/PT/CAS	Food Services Team Leader	NHW

## OUR VISION

To Be Recognised Leaders In Rural Health Care

## OUR VALUES

CARING

EXCELLENCE

RESPECT

INTEGRITY

FAIRNESS

## POSITION PURPOSE

The primary role of the **Trade Cook** is;

- To provide cooking shift support and relief to the Food Services operation.
- To produce quality and wholesome food to the NHW Café, inpatients, residential aged care residents and community programs as per menus and standard recipes.
- Ensure all food handling requirements and documentation are upheld to the required Food Safety Standards.
- To fulfil all cooking and food preparation shifts within the kitchen brigade.



## RESPONSIBILITIES AND MEASURES OF SUCCESS IN THE ROLE

The following table breaks down the key performance areas of responsibility for the incumbent. Measurements for performance areas will be agreed to with the Reporting Manager

PERFORMANCE AREA	RESPONSIBILITY
<b>Core Role</b>	<ul style="list-style-type: none"> <li>- Production of quality and wholesome food to the NHW Café, inpatients, residential aged care residents and community programs as per menu and standard recipes in place while maintaining OH&amp;S, Food Safety compliance and safe work practices</li> <li>-</li> </ul>
<b>Roster Requirements</b>	<ul style="list-style-type: none"> <li>- Required to fill shifts at short notice.</li> <li>- Required to work across a seven day rotating roster</li> </ul>
<b>Development and Education</b>	<ul style="list-style-type: none"> <li>- Participate and complete all mandatory training within prescribed timeframes set by the organisation.</li> <li>- Participate in an annual performance appraisal</li> </ul>
<b>Employee Obligations- OHS</b>	<ul style="list-style-type: none"> <li>- Participate in the development of a safe and healthy workplace.</li> <li>- Comply with instructions given for their own safety and health and that of others, in adhering to safe work procedures.</li> <li>- Co-operate with management in its fulfilment of its legislative obligations.</li> <li>- Take reasonable care to ensure their own safety and health and that of others, and to abide by their duty of care provided for in the legislation.</li> <li>- To report any injury, hazard or illness immediately, where practical to their supervisor.</li> <li>- Not place others at risk by any act or omission.</li> <li>- Not wilfully or recklessly interfere with safety equipment</li> </ul>

## WORKING RELATIONSHIPS

### INTERNAL

- NHW Staff Members

### EXTERNAL

- Other Health Services in North East Victoria
- Patients and Visitors

## KEY SELECTION CRITERIA

### Essential

- Trade Certificate in Cooking/Commercial cooking certificate as a minimum
- Ability to comply with the "Behavioural Outcomes" for this role
- Must be able to demonstrate excellent time management skills to meet required deadlines
- Ability to make decisions and follow instructions and deliver a high standard of Customer Service
- Knowledge of food hygiene & OH&S practices and a strong commitment to safety

### Desirable

- Knowledge and experience in a health services environment
- Relevant cooking experience in a commercial kitchen
- Food Safety Supervisor Certificate, Health streams is preferred.

### All staff must have and remain current for continued employment the following:

- A current National Police Check (renewed every 3 years)
- A current Working with Children Check (renewed every 5 years)
- Statutory Declaration for applicable workers who have lived overseas



# Standards of Behaviour

**Above the line**  
**Our staff will always:**

**Below the line**  
**Our staff will not:**

## Caring

Show compassion to all people  
 Demonstrate empathy and understanding  
 Work as part of the team  
 Mentor others  
 Provide encouragement to others  
 Care for others the way they would like to be cared for themselves

Be disrespectful  
 Be self-centered  
 Have inappropriate conversations with others  
 Display rudeness

## Excellence

Commit to the NHW Hardwiring Excellence expectations  
 Have the courage to question what we do  
 Persevere to do the best job they can  
 Strive continuously to improve  
 Be professional and enthusiastic  
 Maintain customer focus

Give up  
 Demonstrate a 'can't-do' attitude  
 Accept mediocrity  
 Be unreliable  
 Pass the buck  
 Ignore feedback given by patients or colleagues

## Respect

Maintain confidentiality and privacy  
 Listen to others and accept differences  
 Be punctual  
 Respond courteously  
 Greet all people by saying hello, smiling and introducing themselves  
 Be culturally informed and sensitive  
 Respect diverse opinions

Be sarcastic  
 Bully, harass or display aggression  
 Be judgmental  
 Withhold information  
 Contribute to rumours  
 Leave an untidy workplace

## Integrity

Be open and honest  
 Lead by example  
 Be responsible and accountable for their own actions  
 Stand up and take action  
 Escalate issues or behaviors of concern

Be arrogant  
 Be dishonest  
 Be hypocritical  
 Avoid responsibility  
 Allow unacceptable behavior

## Fairness

Demonstrate consistency  
 Treat people equally  
 Be considerate and understanding  
 Be collaborative and collegiate

Discriminate against others  
 Demonstrate favoritism and exclusion  
 Refuse to assist others with their workload

Acknowledged By Employee

Name

Date

Signature