

<b>LINE MANAGER</b>	General Manager	<b>AREA</b>	Catering
		<b>Date Last Updated</b>	March 2020
<b>PURPOSE OF POSITION</b>			
To support the Head Chef in undertaking kitchen operations and ensure that the production, preparation and presentation of food is of the highest quality at all times.			
<b>KEY RESPONSIBILITIES AND ACCOUNTABILITIES</b>			
<ul style="list-style-type: none"> <li>• Champion and support the 'Living Life philosophy and culture of person-centred care.</li> <li>• Oversee given area of accountability and ensure that all food is prepared and served according to the required highest standards, menus and timeframes.</li> <li>• Adhere to portion control procedures</li> <li>• Ensure hygienic preparation of food and food areas as per the required standards</li> <li>• Ensure food and supplies are stored appropriately</li> <li>• Monitor waste levels</li> <li>• Ensure that the required levels of safety and safe practice are maintained in the kitchen.</li> <li>• Complete required documentation/reporting to support the catering function.</li> <li>• Work effectively and efficiently without close supervision</li> <li>• Contribute as member of the area team and works collaboratively and inclusively to ensure a consistent 'continuous improvement' approach.</li> <li>• Demonstrates the highest possible standards of professional and personal conduct, modelling Aurrum Values and Code of Conduct.</li> <li>• Undertake other activities which the incumbent might reasonably be expected to do, and which are consistent with the accountabilities and responsibilities as listed above.</li> </ul>			
<b>KEY PEOPLE INTERACTIONS</b>			
<ul style="list-style-type: none"> <li>• General Manager</li> <li>• Care Home Team Members</li> <li>• Residents and their families/visitors</li> </ul>		<ul style="list-style-type: none"> <li>• Aurrum corporate support office.</li> </ul>	
<b>CRITERIA</b>			
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Certificate or Trade Cookery Qualification and experience in catering within a hotel or health/aged care environment.</li> </ul>		
<b>Knowledge, Experience and Skills</b>	<ol style="list-style-type: none"> <li>1. Demontstrated knowledge of kitchen operations</li> <li>2. Knowledge and experience in the use of databases and information systems.</li> <li>3. Good understanding of delivering excellence in customer service.</li> <li>4. Communication and interpersonal skills – excellent written and verbal communication skills.</li> <li>5. Works collaboratively and inclusively across teams to ensure a consistent 'whole of business' approach.</li> <li>6. As a member of the Aurrum Team, demonstrates the highest possible standards of professional and personal conduct, modelling Aurrum Values and Code of Conduct.</li> <li>7. Undertake other activities which the incumbent might reasonably be expected to do, and which are consistent with the accountabilities and responsibilities as listed above.</li> </ol>		

<i>Desirable</i>	
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<b>WORK REQUIREMENTS</b>
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- Police Check

<b>COMPLIANCE AND LEGISLATIVE REQUIREMENTS</b>
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**Aurum Values:** All team members must commit to and uphold our 'Living Life' model of care, Aurum Values and Code of Conduct. For more information please visit <https://aurum.com.au/>

**Occupational Health and Safety**

All team members are required to adhere to Aurum's workplace health and safety policies and procedures including compliance with related state based legislation.

**Team Members must familiarise themselves and comply with all Aurum policies and procedures and legislation relevant to the position.**