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| **Your Role** | Chef & Cook | **Reports To** | Head Chef |
| **Stream** | Hospitality | **Line Manager** | Click or tap here to enter text. |
| **Key Relationships** | Head Chef, Sous Chef, Catering | **Team** | Catering |

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| **Your Purpose** |
| * The position of Chef/Cook is responsible for preparing residents meal |

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| **Your Profile** |
| * Certificate III in Commercial Cookery * Previous experience as a cook maintaining the flow of a section (Hot or Cold) * Experience with menu composition and cooking methodology * Knowledge and current training in Food Safety Guidelines and current NSW Food Legislation * Advanced written and verbal communication * Intermediate to advanced computer skills |

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| **Your Responsibilities** | |
| Hospitality | Catering:  Incorporate Whiddon’s Mission, Values and strategic priorities into all communications and interactions.   * Build relationships with the community to build a network for mutual support, innovative programs, and increased brand awareness. * Ensure the presentation of the environment constantly supports the quality of Whiddon’s brand. * Ensure roles are clear and focussed and, workflow and processes are well documented and followed. * Empower team through a collaborative approach. * Adhere to Food Safety Legislation and processes outlined within the Whiddon Food Safety Plan. * Promote wide team approaches to services. * Model and foster a person-centred approach to client services and all relationships. * Consistently ensure the food is of a high standard and matches planned menus and client specific needs. * Consistently ensure client’s experience of the catering department is positive and services are of a high standard. * Participate special events and functions. * Monitor and continually improve services. * Monitor and minimise food wastage. * Participate in menu development. |
| Leadership | Leadership & Coaching of the team to create a passionate and empowered workforce in support of Whiddon’s strategic direction and goals as demonstrated through the following KPIs;   * Model a positive, fun, and solutions focussed approach. * Seek and implement effective ways to enrich client’s and staff’s journey through the provision of innovative catering programmes in line with current best practice. * Participate in and/or lead projects as required. * Work within own scope and develop skills and knowledge. |
| Work Health and Safety | It is a responsibility of all employees to ensure the safety of themselves and others in the workplace by:   * Complying with Whiddon’s Work Health and Safety Policies and Procedures at all times; * Conducting themselves in line with Work Health and Safety legislative requirements at all times; * Following reasonable directives where safety is concerned; and * Identifying and reporting hazards, incidents and safety breaches or concerns. |

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| **Your Commitment** |
| By accepting your role at Whiddon, you commit to performing your role to the best of your ability, in line with expectations, and in doing so demonstrating your commitment to The Whiddon Way, MyLife and Relationship Based Care in the workplace by:   * Maintaining and improving our residents’/clients’ wellbeing through the seven wellbeing outcomes – applying the MyLife Model of Care; * Applying Whiddon’s Relationship Based Care tools and approach every day; * Ensuring that the clinical, emotional, social and wellbeing needs of our residents/clients are met; and * Demonstrating our values with residents, clients and team members, through;   + Nurturing relationships and communities: showing kindness, care, respect and inclusiveness in all interactions with residents, clients and team members. Being inclusive means nurturing relationships, treating everyone as an individual, and accepting everyone as they are;   + Being progressive and innovative: being brave and open to new ideas; and   + Creating exceptional impact: listening, understanding and making a difference. |