

# Chef Manager

## Primary Purpose

The Chef Manager supports the Home Manager in leading the catering service within the Home, planning and preparing all meals to ensure the individual needs of our residents are being met and making certain each resident is offered choice.

The Chef Manager ensures all meals are prepared in line with care plans, nutritional guidelines, Calvary National Choice Menu, Calvary National Dining and Nutrition Guide and relevant legislation.

The position of Chef Manager is part of an integrated team of people working within an established and agreed framework supporting the resident to live their best life.

## Organisational Environment

Founded in 1885 by the Sisters of the Little Company of Mary, Calvary is a charitable, not-for-profit, Catholic health care organisation. Our mission is to provide quality, compassionate health care to the most vulnerable, including those reaching the end of their life. With over 18,000 staff and volunteers, we have '[a national network of 14 Public and Private Hospitals, 72 Residential Care and Retirement Communities and 19 Community Care service centres

Calvary continues the mission of the Sisters of the Little Company of Mary, a mission focused on caring for those who are sick, dying and in need. We express our values of hospitality, healing, stewardship and respect through "being for others" exemplified by the Spirit of Calvary and the example of Venerable Mary Potter.

As an equal opportunity employer, we value diversity and are committed to fostering a workplace that is respectful, welcoming and inclusive where people are supported to draw strengths from their identity, culture and community. We value the integral dignity of each person and we encourage applications from First Nations peoples, people living with a disability, LGBTIQ+ people, people who have come to Australia as migrants or refugees and veterans.

**Approved by:** National Executive Advisor Aged Care

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## Responsibilities

### ***Excellence in Service Delivery:***

- Plans, prepares and oversees the preparation of daily meals and beverages for residents that meets the individual needs of residents including special dietary requirements, allergies and culturally specific requirements
- Maintains high levels of satisfaction with food services within the home by ensuring all meals prepared and served are fresh, well presented, appetising and aromatic.
- Is the key point of contact for external food safety authorities
- Accountable for ensuring the Calvary National Choice menu is implemented as per the Menu Cycle Plan outlined in the Calvary National Dining and Nutrition Guide.
- Required to attend case conferencing with families to ensure that resident dietary requirements / meal choices are met and resident food forum meetings as required
- Meet regularly with the Clinical Leadership Team to ensure resident dietary requirements are reviewed and appropriate clinical/dietary interventions are documented as required.
- Accountable for ensuring residents IDDSI, special dietary requirements, allergies and culturally specific meals are catered for.
- Implement a system to monitor and continuously improve food service.
- Ensures all catering equipment is maintained in accordance with WHS requirements, manufacturer's guidelines, the Food Act, and food handling regulations and guidelines.
- Communicates equipment breakdowns and malfunctions as well as providing recommendations for equipment up-grading and replacement to Management.
- Ensures the cleaning schedules and ongoing cleaning practices (including spillage cleaning) are adhered to in accordance with the Calvary National Food Safety Program.
- Actively monitors all areas relating to the hospitality environment as work is performed, ensuring that any hazards (e.g. spills, breaks) are addressed promptly and areas are kept clean and slip free.

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- Ensures compliance throughout the kitchen and associated food service/storage areas as per Calvary National Food Safety Program, legislative; statutory regulations and the Aged Care Quality Standards.
- Is the qualified Nominated Food Safety Supervisor for the home and as such is accountable for ensuring that the food service complies with all relevant food safety standards and codes.
- Completes and signs all relevant food safety record forms as per Calvary National Food Safety Program.
- Identifies any potential food safety hazards and puts control measures in place to prevent them by conducting monthly audits as per FSP.
- Provides leadership and coaching to the team of Chef and Cooks in a home greater than 100 beds
- Ensures all employees receive the education and training on the correct food safety practices.
- Ensures systems are in place to manage infection prevention and control within the food preparation and servery areas.
- Provides social and emotional support to all residents as required ensuring that care provision is holistic and person centred

***Excellence in Service Development:***

- Works with residents and consultant dietician (when appropriate) to ensure the individual needs of each resident.
- Be proactive in identifying potential opportunities for quality improvements in all aspects of service delivery.
- Be part of a culture which encourage residents, their families and friends, members of the community and work colleagues to raise concerns, suggestions and complaints and see these as opportunities to improve the quality of our work.
- Utilise company resources in an effective and efficient manner including monitoring food wastage.

***People and Culture:***

- Practice in accordance with Calvary and relevant Government policies and procedures, the position description, Code of Conduct and industrial agreements.
- Work in accordance with the mission and vision of Calvary and actively participate in developing a culture that promotes Calvary's values of healing, hospitality, stewardship and respect.
- Respect each person's privacy, dignity and confidentiality when providing services for residents.

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- Promote and contribute to person-centered and resident-led care.
- Participate in all training relevant to their role at Calvary and assist in training others where reasonably directed to do so.
- Develop and maintain excellent relationships with families, visitors and the community.

### Work Health & Safety

*WH&S Responsibilities:*

- Take reasonable care of your own health and safety and the health and safety of others in the workplace;
- Comply with relevant Calvary WHS policies, procedures, work instructions and requests;
- Report to your supervisor any incident or unsafe conditions which come to your attention;
- Observe any additional requirements as outline in Calvary’s WHS Responsibilities, Authority and Accountability Table
- Report all hazards, maintenance required and equipment in need of repair or service

### Key Relationships

Internal:	<ul style="list-style-type: none"> <li>• Regional Hospitality Manager</li> <li>• Home Manager</li> <li>• Clinical Leadership Team</li> <li>• Allied Health Professionals – Speech Pathologist, Dietitian</li> <li>•</li> </ul>
External	<ul style="list-style-type: none"> <li>• Suppliers</li> </ul>

• **Position Impact**

Direct Reports:	<ul style="list-style-type: none"> <li>• Chefs</li> <li>• Cooks</li> </ul>
Budget:	<b>Click here to enter text.</b>

### Selection Criteria

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**Essential**

- Significant experience in a similar role in the residential care or health care sectors.
- Knowledge of the various legislative and regulatory requirements relevant to the catering service within the residential care sector.
- Working knowledge of menu planning, ordering, managing stock levels, IDDSI, staff supervision and allergen management.
- Certificate III in Commercial Cookery (minimum)
- Food Safety Supervisor Certificate (Health Care Competencies)
- Current National Police Check
- Statutory Declaration re: Criminal History and suitability for employment
- Current valid Australia Work Rights

Desirable

- Experience in an Aged Care environment

**Approvals**

Employee Name & Signature:

Date:

Manager Name & Signature:

Date:

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