

# Cook

## Primary Purpose

The Cook supports the home in the planning and preparation of all meals to ensure the individual needs residents are being met and ensures that each resident is offered choice.

The Cook 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 Cook 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.

## Responsibilities

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

**Approved Date:** 24/4/23

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***Excellence in Service Delivery:***

- Prepare daily meals and beverages that meet individual needs of each resident including special dietary requirements, allergies and culturally specific requirements
- Support service delivery under the direction of the Home Manager/Chef Manager or Chef
- Under the direction of the Chef Manager/Chef, monitor and suggest actions to continuously improve food service.
- Accountable for ensuring residents IDDSI, special dietary requirements, allergies and culturally specific meals are catered for
- Ensure environmental service standards are met and maintained, and the residents living environment is safe and maintained to a high standard of cleanliness
- Ensuring that all duties are worked in accordance with the National Food Safety Program at all times including completing food safety records and the prevention of cross contamination.
- Serve nutritious meals in well-presented manner and at the appropriate temperature
- Assume responsibility for the effective running of the kitchen in the absence of Cook/Chef Manager including supervising the team to ensure effective outcomes
- Provide social and emotional support to all residents ensuring that care provision is holistic and person centred.
- Liaise with the Clinical Leadership team of the home to ensure resident dietary requirements are reviewed and appropriate dietary interventions are documented as required.
- Ensure the appropriate chemicals are used safely and in accordance with SDS and cleaning schedules.
- Document resident's requirements and any changes that may occur for each resident on shift as required
- Assists the Home Manager/Chef Manager/Chef in ensuring adequate stocks of food products and related kitchen items
- Identifies budget related deficiencies and reports to the Home Manager/Chef Manager or Chef.
- Reports food safety hazards/non-compliances to the Home Manager/ Chef Manager or Chef.

***Excellence in Service Development:***

- Work 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

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- 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
- Promote and contribute to person-centred 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:	Home Manager Chef & Support Worker team
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External	Suppliers	
<b>Position Impact</b>		
Direct Reports:	NA	
Budget:	NA	
<b>Selection Criteria</b>		
<b>Essential</b>		
<ul style="list-style-type: none"> <li>• Knowledge of IDDSI and nutritional guidelines.</li> <li>• Ability to cook meals in line with planned menus</li> <li>• Completion of (HLTFSE001 – Follow Basic Food Safety Practices) or willingness to obtain</li> <li>• Effective interpersonal communication; both written and verbal</li> <li>• Working knowledge of WH&amp;S and Infection Control</li> <li>• Ability to operate standard domestic and industrial kitchen equipment</li> </ul>		
<b>Desirable</b>		
<ul style="list-style-type: none"> <li>• TAFE Hospitality (Commercial Cookery) or Certificate Level III in Food Studies (or working towards).</li> <li>• Experience in aged care or healthcare setting.</li> </ul>		
<b>Approvals</b>		
Employee Name & Signature:	Date:	
Manager Name & Signature:	Date:	

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