

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Chef
Position Number:	503386, 526881, 526882
Classification:	General Stream Band 3
Award/Agreement:	Health and Human Services (Tasmanian State Service) Award
Group/Section:	Hospitals North West - Launceston General Hospital Food Services
Position Type:	Permanent/Fixed-Term/Casual, Full Time/Part Time/Casual
Location:	North
Reports to:	Executive Chef
Effective Date:	March 2020
Check Type:	Annulled
Check Frequency:	Pre-employment
Essential Requirements:	Relevant Trades Qualification

**Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment. It is the employee's responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer if a registration/licence is revoked, cancelled or has its conditions altered.*

NB. The above details in relation to Location, Position Type and Work Pattern may differ when this position is advertised – please refer to these details within the actual advert. The remainder of the content of this Statement of Duties applies to all advertised positions.

Primary Purpose:

Prepare and produce all food and nutritional requirements for patients and staff at the Launceston General Hospital (LGH), delivered meal recipients and satellite divisions.

Duties:

1. Follow daily production requirements set by Executive Chef or delegated authority.
2. Strictly follow recipes as set out in production requirements and adhere to Food Hygiene guidelines for all items produced.
3. Prepare, cook, weigh and correctly portion out food prior to being chilled.
4. Chill required food to correct temperatures as laid down in kitchen guidelines.
5. Maintain a clean and hygienic work area.
6. Assist and provide function food as required.
7. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

Key Accountabilities and Responsibilities:

- Maintain a high standard of quality food produced within the LGH Central Production Kitchen and ensure all items are attractively presented within time allocated.
- Strictly adhere to cook-chill guidelines as documented in Policy and Procedures Manuals.
- Portray a professional catering image at all times (includes personal hygiene, attire, punctuality and attendance).
- Be highly motivated and responsible for working together as part of a specialised team.
- Assist in maintaining all areas and equipment under Kitchen jurisdiction at the optimum level of hygiene and cleanliness.
- Required to operate various items of equipment following optimum safety measures. Report unsafe acts and conditions.
- Understand and follow Equal Employment Opportunity (EEO) principles at all times in dealing with fellow staff members.
- Responsible for attending relevant ongoing training sessions and to maintain and develop an adequate skill base to meet required standards of performance.
- Maintain confidentiality concerning patients and staff.
- Supervision is generally provided by the Executive Chef in charge. In the absence of Executive Chef in charge, this role receives general direction from Food Service Distribution Supervisor.
- Where applicable, exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements as mandated by Statutory office holders including the Secretary and Head of State Service. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position.
- Comply at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.
- Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives, safeguarding practices for vulnerable people, and related training.

Pre-employment Conditions:

It is the Employee's responsibility to notify an Employer of any new criminal convictions during the course of their employment with the Department.

The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:

1. Conviction checks in the following areas:
 - a. crimes of violence
 - b. sex related offences
 - c. serious drug offences
 - d. crimes involving dishonesty
2. Identification check
3. Disciplinary action in previous employment check.

Selection Criteria:

1. Capable of following production sheets, recipes and cook-chill procedures, with previous experience in cook chill operations.
2. Demonstrated knowledge of food hygiene practices and ability to maintain and understand the importance of a high standard of personal cleanliness, hygiene and punctuality.
3. Demonstrated ability to be adaptable to change in the work environment.
4. Proven ability to understand both written and verbal instructions and ability to communicate effectively with other personnel within the department, including effectively resolving problems that may arise in the daily performance of duties.
5. Knowledge of range of menus and basic restrictions associated with styles of meals and diets and an artistic flair for colour and food presentation.
6. Proven ability to follow EEO and Work Health and Safety guidelines in relation to working in a large cook chill establishment.
7. Demonstrated ability to organise and prioritise own daily work output.

Working Environment:

The Department of Health is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health system. We value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

The Department seeks to provide an environment that supports safe work practices, diversity and respect, including with employment opportunities and ongoing learning and development. We value the diverse backgrounds, skills and contributions of all employees and treat each other and members of the community with respect. We do not tolerate discrimination, harassment or bullying in the workplace. All employees must uphold the *State Service Principles* and *Code of Conduct* which are found in the *State Service Act 2000*. The Department supports the [Consumer and Community Engagement Principles](#).