



POSITION DESCRIPTION

POSITION TITLE	Cook
DIVISION	Aged Care
DEPARTMENT	Community Care
REPORTS TO	Program Lead

ORGANISATIONAL PURPOSE

Our vision at the Brotherhood of St Laurence (BSL) is for an Australia free of poverty. We pursue lasting change for a fairer and more compassionate Australia.

Our organisation employs over 1,500 staff and is supported by 1,000 volunteers. We partner with governments, business and other organisations to address poverty across the nation.

Our work is varied. We deliver services to build capability and confidence across the life course, from the early years, youth and employment, to services for people with disability and for older people in Australia. Our Op Shops and social enterprises are well known. So too are our programs that support digital literacy, energy efficiency and financial wellbeing. We research the causes and effects of poverty and connect policy, practice and research to advocate national, state and local policy solutions for people experiencing disadvantage.

The Brotherhood of St Laurence values diversity and inclusion with regards to its staff and the communities we serve. Our staff and volunteers come from diverse backgrounds, and we aim to create an inclusive working environment. BSL is committed to child, young people and vulnerable adult safety. We want all vulnerable people to be supported, respected, safe, happy and empowered. We are committed to the safety, participation, and empowerment of all our program participants.

DEPARTMENT PURPOSE

The Community Care department provides independent living accommodation for people on low income and at risk of homelessness, in home care, day and overnight respite and social support.

POSITION PURPOSE

The Cook is responsible for menu planning, preparing, cooking and serving nourishing, palatable and attractive meals for clients of Day and Respite Programs. Working with the Program Lead, this position ensures that the food safety and kitchen hygiene complies with the legislative and Occupational Health and Safety requirements at all times.

KEY RESPONSIBILITIES

1. Teamwork and Accountability

- Work collaboratively within teams to achieve common goals
- Demonstrate a commitment to the Brotherhood's quality framework and culture by participating in and promoting quality actions through continual improvement activities
- In collaboration with the manager, set goals and objectives to ensure outcomes are met
- Model the Brotherhood values and adhere to the Code of Ethical Behaviour in everyday work practices
- Maintain a safe work environment and ensure steps are taken to prevent unsafe work practices in accordance with Brotherhood policies and procedures
- Attend relevant meetings including attending professional development activities as directed

2. Meal service

- Adhere to and be overall responsible for food preparation and all kitchen operations, including food and supplies ordering, stock rotation, delivery checking and quality control
- Liaise with the Program Lead in the preparing and updating cyclical menus, ordering supplies etc
- Prepare and cook nutritious and cost effective meals for clients, and on occasions for events and functions as required
- Provide for individual client nutritional/dietary, preferences, cultural and religious requirements in relation to meal requirements and menu development
- Ensure client's nutritional and dietary information is recorded and updated in a timely manner and communicated to relevant staff and/or volunteers
- In consultation with the Program Lead, develop, implement and maintain relevant policies and processes including food handling safety systems and Food Safety Program Manual
- Be responsible for overseeing food safety standards are maintained in the kitchen by staff and volunteers and report any issues of concern to the Program Lead
- Adhere to and work with the Program Lead to ensure hygiene standards and food safety practices are maintained in all areas at all times and comply with accreditation standards and related legislation
- Keep up to date with Food Act and Accreditation standards and be a source of information regarding safe food handling practices within the Program
- Adhere to the administrative and practical implication of Food safety legislation and other accreditation requirements as they relate to purchasing, storage, equipment maintenance and cleaning

3. Multi-Skilling

- The incumbent may be directed to carry out such duties as are within the level of the position and scope of the incumbent's competence and training as directed by the Program Lead

- In collaboration with manager, set goals and objectives to ensure outcomes are met
- This position will require direct/indirect contact with children and/or vulnerable individuals
- Other duties as required

The description of the position is a guide to the duties of the professional activities needed to undertake the position successfully. A review of the position description may occur and it may be amended from time to time as organisational needs change. Changes to the position description will be consistent with the purpose for which the position was established.

SCOPE OF RESPONSIBILITY

Internal Stakeholders: Aged care staff, volunteers, clients

External Stakeholders: Local council, auditors, carers

KEY SELECTION CRITERIA

Career Experience:

- Knowledge and experience with special dietary and nutritional requirements including medical conditions, allergies etc. of older people
- Knowledge of legislative requirements including Occupational Health & Safety and Food Safety Standards

Personal Qualities:

- A commitment to maintaining and supporting child safety, equity, inclusion and cultural safety. You will be required to abide by the Child & Adult Safeguarding Policy and the Code of Conduct as well as all related child safe policies and procedures
- Proven ability to work with minimal supervision and as an effective team member to achieve objectives
- Well-developed organisational and time management skills to plan own workload and meet deadlines
- Well-developed interpersonal skills to liaise effectively with internal and external stakeholders
- Understanding of and empathy with the values and ideals of the Brotherhood of St Laurence

Qualifications/other:

- Qualification in Hospitality (Commercial Cookery) or other relevant qualification along with experience in a similar position
- Current Food Safety Supervisor certification

MANDATORY EMPLOYMENT CRITERIA

- Specific work requirements include weekend work, evening shifts, public holidays, work based travel, after hours on call, attendance at a variety of different work locations
- Proof of eligibility to work in Australia is required
- A Working with Children Check is required - BSL will support successful candidates in this process
- A NDIS Worker Screening check is required – BSL will support successful candidates in this process
- A satisfactory Police Check is required - BSL will support successful candidates in this process
- A Statutory Declaration to confirm past criminal history is required as per the Aged Care Act - BSL will support successful candidates in this process
- Aged Care Banning Orders Register checks shall be undertaken

BSL values diversity and inclusion with regards to its staff and the communities we serve. We encourage you to submit your application for this role regardless of whether you meet all the key selection criteria. We encourage individuals from all backgrounds to apply