

DEPARTMENT OF HEALTH

# Statement of Duties

<b>Position Title:</b>	Cook (Non Trade)
<b>Position Number:</b>	Generic
<b>Classification:</b>	Health Services Officer Level 4
<b>Award/Agreement:</b>	Health and Human Services (Tasmanian State Service) Award
<b>Group/Section:</b>	Hospitals North/North West - Primary Health Services
<b>Position Type:</b>	Permanent/Fixed-Term/Casual, Full Time/Part Time/Casual
<b>Location:</b>	North West
<b>Reports to:</b>	Relevant Supervisor
<b>Effective Date:</b>	January 2021
<b>Check Type:</b>	Annulled
<b>Check Frequency:</b>	Pre-employment
<b>Desirable Requirements:</b>	Certificate II in Hospitality

*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:

- Provide meals of a high standard to patients, residents, community clients and staff.
- Ensure individualised dietary needs are provided.
- Ensure all meal preparation and meal delivery meets the standards set out in the Food Safety Plan.
- Monitor the use and storage of food, perishable goods and other consumables in accordance with the standards set out in the Food Safety plan.

## Duties:

1. Ensure a high standard of food preparation and presentation for patients, resident and staff meals.
2. Prepare meals as set out in the rotating menu and ensure the timely delivery of meals, including preparation of meals for Meals on Wheels.
3. Interact effectively with the clinical care staff, patients/residents/clients and other healthcare team members to facilitate the provision of optimum meals service.

4. Cater for meetings and functions held at the facility, as required.
5. Ensure adherence to the food hygiene regulations throughout the kitchen and conduct regular audits, which are to be documented in accordance with Food Safe guidelines.
6. Ensure cleanliness of the kitchen and storage areas.
7. Assist in the ordering and receipt of consumables to ensure correct transport and delivery conditions of goods.
8. Ensure work area meets Work Health and Safety standards for the safety of staff and clients.
9. Actively contribute to the communication process, including attending and participating in team meetings.
10. Provide supervision and support to the Catering Assistants as required.
11. 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.
12. 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:

The Cook (Non Trade) is accountable to, and works under the general direction and guidance of, the relevant Supervisor depending on the location, and is responsible for:

- Efficient and effective production and delivery of daily food requirements for patients, residents, day activity clients, staff and community clients, in accordance with food safety standards.
- Ensuring compliance with legislative and policy requirements, including public health, work health and safety, food safety and infection control.
- Maintaining confidentiality concerning patients and staff.
- Championing a child safe culture that upholds the *National Principles for Child Safe Organisations*. The Department is committed to the safety, wellbeing, and empowerment of all children and young people, and expect all employees to actively participate in and contribute to our rights-based approach to care, including meeting all mandatory reporting obligations.
- Where applicable, exercising 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.
- Complying at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.

## 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. Experience in the preparation and presentation of meals, with experience in preparing meals for people with special dietary needs being desirable.
2. Practical knowledge and understanding of Work Health and Safety, infection control and food safety and hygiene practices.
3. Effective communication and interpersonal skills with the capacity to liaise effectively with a wide range of internal and external consumers.
4. Demonstrated ability to organise and prioritise own daily work output.
5. Willingness and ability to participate in education programs to improve the standard of service delivery.

## 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 of Health is committed to improving the way we work with vulnerable people, in particular implementing strategies and actions to promote child safety and wellbeing, empower, and prevent harm to children and young people.

The Department upholds the *Australian Charter of Healthcare Rights* in our practice and is committed to the safeguarding and protection of the welfare and rights of all people, particularly those that may be at risk of abuse, neglect, or exploitation. We place emphasis on the provision of culturally safe, respectful, and inclusive care that is responsive to diverse needs.

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](#).