

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Cook
Position Number:	Generic
Classification:	General Stream Band 3
Award/Agreement:	Health and Human Services (Tasmanian State Service) Award
Group/Section:	Hospitals South – Hospital Support Services Cambridge Production Centre
Position Type:	Permanent/Fixed-Term/Casual, Full Time/Part Time/Casual
Location:	South
Reports to:	Executive Chef
Effective Date:	February 2020
Check Type:	Annulled
Check Frequency:	Pre-employment
Essential Requirements:	Relevant Trade Qualification*

* Trade Certificate in Commercial Cookery

**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:

In accordance with Hospital policies, guidelines and food safety legislation the occupant prepares and produces meals for all clients and assists with cleaning of the facility and its equipment.

Duties:

1. Undertake the preparation, cooking and chilling of all meals, including special dietary requirements, in accordance with standard recipes.
2. Maintain a high standard of food, personal hygiene and Work Health & Safety (WHS) in accordance with the relevant Codes of Practice and legislation.
3. Assist with cleaning of equipment and the workspaces within the facility.
4. Use equipment in accordance with manufacturer's standard operating procedures and instructions, reporting any defects to the relevant supervisor immediately.
5. Participate in and contribute to performance development and service delivery improvement activities.
6. 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:

- Reports to the Executive Chef and receives guidance and direction from the Floor Supervisor. The Cook provides guidance to Food Service Officers in their area and is responsible for the efficient and effective production of food requirements for patients, visitors' clients and staff.
- Prepare and produce food in the Food Production Centre whilst ensuring cleanliness, hygiene and safety standards are maintained.
- Exercise care in the efficient, effective and safe performance of duties consistent with the relevant WHS legislation.
- Perform all duties in accordance with established legislation, food standard regulations, workplace guidelines and policies.
- Attend relevant ongoing training sessions to maintain and develop an adequate skill base to meet required performance standards.
- 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. Thorough knowledge and experience in large-scale food preparation, production and cooking operations, including a demonstrated knowledge and the ability to comply with Food Safety Standards.
2. Demonstrated understanding of special dietary requirements including therapeutic diet procedures.
3. Effective written and oral communication skills and the demonstrated ability to comply with codes of practice and procedures.
4. Demonstrated ability to effectively follow standard recipes and production schedules.
5. Practical knowledge and understanding of WH&S legislation and codes of practice.

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](#).