

## DEPARTMENT OF HEALTH

# Statement of Duties

<b>Position Title:</b>	Cook
<b>Position Number:</b>	504452, 527732
<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 – Primary Health Services Flinders Island Multi-Purpose Centre
<b>Position Type:</b>	Permanent/Casual, Full Time/Part Time/Casual
<b>Location:</b>	North
<b>Reports to:</b>	Support Services Coordinator
<b>Effective Date:</b>	October 2016
<b>Check Type:</b>	Annulled
<b>Check Frequency:</b>	Pre-employment and Recurrent
<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:

Prepare, cook and provide meals of the highest standard to patients, residents, any meal recipients in the community, visitors and staff.

As part of the facility's continuous quality and consumer safety program, support the Support Services Coordinator in ensuring work practices comply with Foodsafe and infection control requirements, including monitoring work practices and the use and storage of food, perishable goods and other consumables.

## Duties:

1. Prepare and deliver a variety of nutritious, high quality, appealing, enjoyable meals which take into account patients' and residents' preferences and meet any special dietary needs, including cultural and religious requirements.
2. Maintain a team environment, providing training, assisting in the resolution of day to day issues, and providing supervision and direction to other kitchen staff as required.
3. Guide the kitchen team and contribute to the development, implementation and maintenance of systems which ensure compliance with public health regulations, policies, procedures, and food safety and infection control standards.
4. Maintain hygiene in the kitchen area, ensuring that staff working in this area comply with all safety and Foodsafe regulations and requirements.
5. Order, receive, check and store supplies in accordance with food safety regulations as well as arrange for purchase of food and other consumables.
6. Ensure all relevant documentation is maintained to satisfy auditing and quality standard requirements.
7. Attend, and contribute proactively to, relevant staff meetings and other mechanisms of discussion in the workplace.
8. 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.
9. 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 reports to the Support Services Coordinator, working with minimal supervision, exercising initiative in resolving day to day operational issues and is responsible for:

- Providing direction to kitchenhand staff as required, ensuring staff observation of policies, procedures, the food safety plan, and continuous quality improvement plan
- Preparation, cooking and serving of correct meals and diets
- Portraying a professional catering image at all times (includes personal hygiene, attire, punctuality and attendance).
- Assisting in maintaining all areas and equipment under kitchen jurisdiction at the optimum level of hygiene and cleanliness
- Working co-operatively within a team of health care providers and showing consideration and respect for any cultural diversity that exists within the client group and workplace.
- Operating various items of equipment following optimum safety measures and reporting unsafe acts and conditions.
- Attending relevant ongoing training sessions and maintain and develop an adequate skill base to meet required standards of performance
- 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.

\*as required by the *Aged Care Act 1997*, occupants of this role are required to undertake a conviction check assessment every three years.

## Selection Criteria:

1. Knowledge and experience in the preparation and presentation of balanced meals for organisations of similar size to Flinders Island Multi-Purpose Centre, with experience in, or the ability to develop skills in, the preparation of meals for people with particular dietary needs.
2. Well developed organisational, communication, and interpersonal skills, with the ability to provide assistance and training within a team environment.
3. Knowledge and understanding of stock control, including ordering and the appropriate storage of consumables.
4. Knowledge and understanding of relevant cleaning procedures, including infection control and the use of cleaning chemicals.
5. Practical knowledge and understanding of quality improvement with a passion for enhancing client satisfaction applicable to a health service environment.
6. Practical knowledge and understanding of workplace safety and workplace diversity principles.

## 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](#).