



ROLE DESCRIPTION

Role Title:	Chef		
Classification Code:	WHA5	Position Number	M57226
LHN/ HN/ SAAS/ DHA:	Central Adelaide Local Health Network (LHN)		
Site/Directorate	The Queen Elizabeth Hospital		
Division:	Operational Services		
Department/Section / Unit/ Ward:	Food Services		
Role reports to:	Food Service & Contract Manager		
Role Created/ Reviewed Date:	February 2024		
Criminal History Clearance Requirements:	<input type="checkbox"/> Aged (NPC) <input type="checkbox"/> Working With Children's Check (WWCC) (DHS) <input type="checkbox"/> Vulnerable (NPC) <input checked="" type="checkbox"/> General Probity (NPC)		
Immunisation Risk Category:	<input type="checkbox"/> Category A (direct contact with blood or body substances) <input checked="" type="checkbox"/> Category B (indirect contact with blood or body substances) <input type="checkbox"/> Category C (minimal patient contact)		

ROLE CONTEXT

Primary Objective(s) of role:

The incumbent is responsible for ensuring all food items required by Food Services are prepared/cooked safely and to a standard that meet the dietary requirements of all customers by, following written and verbal instruction, while adhering to standard recipes and complying with all Safe Food Australia Standards

Direct Reports:

- The Chef WHA5 reports to Supervisor Chef WHA6

Key Relationships/ Interactions:

Internal

- Other Worker Health Ancillary employees within Food Services
- Other supervisors/team leaders within Food Services

Challenges associated with Role:

Major challenges currently associated with the role include:

- Strictly following standard recipes without deviation to ensure dietary standards are met.
- Producing a product that is hygienic and safe to eat for customers.
- Testing temperatures of products at each step and documenting outcomes of cooking, cooling and reheating processes to ensure products are cooked, cooled and reheated correctly

Special Conditions:

- The incumbent is required to work between the hours of 6.00 AM to 9.00 PM over a 5 or 7 day roster as required.
- It is mandatory that no person, whether or not currently working in SA Health, will be eligible for appointment to a position in SA Health unless they have obtained a satisfactory Background Screening and National Criminal History Clearance.
- *Prescribed Positions* under the *Children's Protection Act (1993)* must obtain a satisfactory Criminal and Relevant History 'child-related' employment screening through the Screening and Licensing Unit, Department for Communities and Social Inclusion.
- Criminal and Relevant History Screening must be renewed every 3 years thereafter from date of issue for 'Prescribed Positions' under *the Children and Young People (Safety) Act 2017* or 'Approved Aged Care Provider Positions' as defined under the *Accountability Principles 2014* pursuant to the *Aged Care Act 2007 (Cth)*.
- Appointment is subject to immunisation risk category requirements. There may be ongoing immunisation requirements that must be met.
- Depending on work requirements the incumbent may be transferred to other locations across SA Health to perform work appropriate to classification, skills and capabilities either on a permanent or temporary basis subject to relevant provisions of the *Public Sector Act 2009* for Public Sector employees or the *SA Health (Health Care Act) Human Resources Manual* for Health Care Act employees.
- The incumbent may be required to participate in Counter Disaster activities including attendance, as required, at training programs and exercises to develop the necessary skills required to participate in responses in the event of a disaster and/or major incident.
- May be rostered over 7 days.
- Some out of hours work may be required.
- Must be prepared to attend relevant meetings and staff development/ education activities as required such as customer service.

General Requirements:

Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Directives, Determinations and Guidelines, and legislative requirements including but not limited to:

- *Work Health and Safety Act 2012 (SA)* and when relevant WHS Defined Officers must meet due diligence requirements.
- *Return to Work Act 2014 (SA)*, facilitating the recovery, maintenance or early return to work of employees with work related injury / illness.
- Meet immunisation requirements as outlined by the *Immunisation for Health Care Workers in South Australia Policy Directive*.
- Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- *Children and Young People (Safety) Act 2017 (SA)* 'Notification of Abuse or Neglect'.
- Disability Discrimination.
- *Independent Commissioner Against Corruption Act 2012 (SA)*.
- *Information Privacy Principles Instruction*.
- Relevant Awards, Enterprise Agreements, *Public Sector Act 2009*, *Health Care Act 2008* and the *SA Health (Health Care Act) Human Resources Manual*.
- Relevant Australian Standards.
- Duty to maintain confidentiality.
- Smoke Free Workplace.
- To value and respect the needs and contributions of SA Health Aboriginal staff and clients, and commit to the development of Aboriginal cultural competence across all SA Health practice and service delivery.
- Applying the principles of the *South Australian Government's Risk Management Policy* to work as appropriate.

The SA Health workforce contributes to the safety and quality of patient care by adhering to the South Australian Charter of Health Care Rights, understanding the intent of the National Safety and Quality Health Service Standards and participating in quality improvement activities as necessary.

Performance Development

The incumbent will be required to participate in the organisation's Performance Review & Development Program which will include a regular review of the incumbent's performance against the responsibilities and key result areas associated with their position and a requirement to demonstrate appropriate behaviours which reflect a commitment to both CALHN and the broader SA Health values and strategic directions.

Handling of Official Information:

By virtue of their duties, SA Health employees frequently access, otherwise deal with, and/or are aware of, information that needs to be treated as confidential.

SA Health employees will not access or attempt to access official information, including confidential patient information other than in connection with the performance by them of their duties and/or as authorised.

SA Health employees will not misuse information gained in their official capacity.

SA Health employees will maintain the integrity and security of official or confidential information for which they are responsible. Employees will also ensure that the privacy of individuals is maintained and will only release or disclose information in accordance with relevant legislation, industrial instruments, policy, or lawful and reasonable direction.

White Ribbon:

SA Health has a position of zero tolerance towards men's violence against women in the workplace and the broader community. In accordance with this, the incumbent must at all times act in a manner that is non-threatening, courteous, and respectful and will comply with any instructions, policies, procedures or guidelines issued by SA Health regarding acceptable workplace behaviour.

Cultural Commitment:

CALHN welcomes and respects Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace. In acknowledgement of this, CALHN is committed to increasing the Aboriginal and Torres Strait Islander Workforce. Our Reconciliation Action Plan guides, supports and holds us accountable as we uphold our values and focus on making reconciliation a reality. The plan can be found at centraladelaide.health.sa.gov.au.

Resilience:

SA Health employees persevere to achieve goals, stay calm under pressure and are open to feedback.

Integrity Statement:

As a public sector employee, the incumbent will have a responsibility to maintain ethical behaviour and professional integrity standards. It is expected that the incumbent act in accordance with the Code of Ethics, and contribute to a culture of integrity within SA Health.

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
<p>The provision of high quality and timely product to the patient by:</p>	<ul style="list-style-type: none"> • Ensuring products are prepared in accordance with Safe Food Australia Standards 3.2.2 Food Safety Practices and General Requirements. • Supplying products within set timeframes to meet the service requirements of the patients and external sites. • Ensuring hot food requirements for patients are correctly placed in Bain-maries prior to the start of each meal service. • Ensuring all food requirements for the following day are prepared. • Adhering to standard recipes to ensure dietary requirements of the patients are met including modified diets. • Placing modified /special requirements on the diet trolley as per work sheets. • Following all verbal or written instructions from -manager, Head Chef, Supervisor Chef . • Contribute to menu planning and adjusting standard recipes. • Assisting in the identification, establishment and review of corporate and departmental performance standards and outcomes in accordance with the quality evaluation program. • Undertake, as required, any or all of the duties for a Health Ancillary Worker on a lower level.
<p>Ensure a clean work environment and all food products are stored correctly by:</p>	<ul style="list-style-type: none"> • Ensuring all prepared and cooked food meet required temperatures in accordance with the <i>South Australian Food Act 2001</i>. • Ensuring all food products are covered, labelled and dated correctly. • Notify Head Chef if standard recipes are not producing the desired outcomes. • Maintaining the work area and equipment in a hygienic way. • Ensuring all mandatory audits are completed accurately in accordance with the food safety plan. • Adhering to stock rotation principles. Liaising with the Head Chef to ensure adequate stock levels are maintained. • Ensuring all items are sealed and returned to their designated areas of the dry stores, as per regulations the Food Act. • Ensuring products are placed in the appropriate location (ie cool room and freezers) after preparation and cooked products kept separate from uncooked products as per mandatory regulations of the relevant Commonwealth and State <i>Food Act and Regulations and Standards</i>.
<p>Ensure a safe working environment at all times by:</p>	<ul style="list-style-type: none"> • Assist with staff training and orientation to new trainees. • Operating equipment in accordance with standard operating instructions. • Participating in quality assurance programs as directed by the Head Chef. • Adhering to departmental work instructions • Undertaking training and relieve in any position of the same level within the Food Service Department. • Ensure that tools, equipment and materials that are supplied are used efficiently and where appropriate and are properly maintained. • Reporting safety hazards and incidents to their supervisors. • Exercise judgement and on matters requiring the application of skills and knowledge. • Maintaining effective work practices • Make proper use of all safeguards, safety devices and personal protective equipment as required to undertake the duties of the position • Taking reasonable care to protect the health and safety of self and others

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

- An employee who is or will be appointed to this level must possess a recognised trade certificate in commercial cookery
- Trade qualified cook or trade equivalent skills acquired from extensive in service training and/or experience in a specialised function

Personal Abilities/Aptitudes/Skills:

- Ability to deal with the time pressures of a food service
- Excellent interpersonal and communication skills (verbal and written) with the ability to liaise with staff at all levels, maintain patient confidentiality and work with a wide range of people from diverse cultures, backgrounds and circumstances
- Demonstrated commitment to food safety, quality and customer service
- Ability to work with minimum supervision
- Ability to organise and prioritize workloads within set time frames
- Ability to apply skills, or trade equivalent skills acquired from extensive in service training and/or experience in a specialised function

Experience

- Experience working in a large catering environment.
- Experience in maintaining of stock rotation.
- Experience in menu planning and creating standard recipes

Knowledge

- Knowledge of Safe Food Australia Standards.
- Knowledge of Worker's Health and Safety Act and it's principles and their application in the workplace

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications

- Completion of/or studying towards an appropriate course in food handling, hygiene.

Experience

- Broad experience in large scale catering operations.
- Experience in the preparation of special, modified diets and special functions.
- Previous experience working in a hospital environment

Organisational Context

Organisational Overview:

At CALHN we are shaping the future of health with world-class care and world-class research. This is fundamental in assisting us to achieve our vision of becoming one of the top five performing health services in Australia and one of the top 50 performing health services in the world within five years.

We are part of SA Health, which is the brand name for the public health system. As a system SA Health's mission is to lead and deliver a comprehensive and sustainable health system that aims to ensure healthier, longer and better lives for all South Australians. We will achieve our objectives by strengthening primary health care, enhancing hospital care, reforming mental health care and improving the health of Aboriginal people.

SA Health is committed to a health system that produces positive health outcomes by focusing on health promotion, illness prevention and early intervention. We will work with other government agencies and the community to address the environmental, socioeconomic, biological and behavioural determinants of health, and to achieve equitable health outcomes for all South Australians

Our Legal Entities:

SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health and Wellbeing. The Department for Health and Wellbeing is an administrative unit under the Public Sector Act 2009.

The legal entities include but are not limited to the Central Adelaide Local Health Network Inc., Northern Adelaide Local Health Network Inc., Southern Adelaide Local Health Network Inc., Women's and Children's Health Network Inc., Barossa Hills Fleurieu Local Health Network Inc., Eyre and far North Local Health Network Inc., Flinders and Upper North Local Health Network Inc., Limestone Coast Local Health Network Inc., Riverland Mallee Coorong Local Health Network Inc., Yorke and Northern Local Health Network Inc. and SA Ambulance Service Inc.

SA Health Challenges:

The health system is facing the challenges of an ageing population, increased incidence of chronic disease, workforce shortages, and ageing infrastructure. The SA Health Strategic Plan has been developed to meet these challenges and ensure South Australian's have access to the best available health care in hospitals, health care centres and through GPs and other providers.

Central Adelaide Local Health Network:

Established in July 2011, CALHN is one of five Local Health Networks (LHNs) in South Australia and we are accountable to the Central Adelaide Local Health Network Governing Board. Our board has oversight of our strategy, risk management, governance and performance, and works with our Chief Executive Officer to provide strategic direction for our network.

CALHN is responsible for the following health services:

- Royal Adelaide Hospital (RAH)
- The Queen Elizabeth Hospital (TQEH)
- Hampstead Rehabilitation Centre (HRC)
- St Margaret's Rehabilitation Hospital (SMRH)
- Glenside Health Service (GHS) Psychiatric Intensive Care Unit; Inpatient Rehabilitation Services and Acute beds only
- Adelaide Dental Hospital (ADH).

CALHN also has governance over numerous community mental health and primary health services including Prison Health Service, SA Dental Service and DonateLife SA. Of note also is governance of the Statewide Clinical Support Services (SCSS) including SA Medical Imaging (SAMI), SA

Pathology SA Pharmacy and BreastScreenSA, responsibility of which has vacillated between CALHN and DHW over the past few years.

CALHN is one of three metropolitan LHNs and its core population is approximately 390,000 people. CALHN also provides services to patients from other SA networks, rural and remote areas, the Northern Territory, NSW (Broken Hill) and western parts of Victoria. These services usually relate to complex services such as head and neck cancer, radiation therapy, cardiac surgery, spinal surgery or rehabilitation.

CALHN's purpose is to deliver quality and sustainable healthcare. While the delivery of high quality patient care is our number one priority, underpinning our goals is good governance, improved patient experience, business operations, efficiency and financial performance and more accountable and contemporary ways of working.

To find out more about CALHN visit centraladelaide.health.sa.gov.au.

Division/ Department:

The QEH Food Service endeavours to provide a high quality nutrition and food service to the patients of the QEH and our external clients. It aims to meet their nutritional needs, to complement care and to promote a healing environment.

Values and behaviours

Central Adelaide Local Health Network Values

Our values, together with our vision and ambitions provide direction for everything that happens across our network. They outline who we are, what we stand for, what our consumers and their families can expect from us and what we can expect from each other. They guide our decisions and actions.

Values

People first

Behaviours

- I am there for my patients and colleagues when they need me most.
- I put myself in my patients and colleagues shoes to understand their needs.
- I go out of my way to make sure my patients and colleagues achieve the best outcome and have a great experience.
- I respect uniqueness in my colleagues, our patients and their families.

Ideas driven

- I look and listen to ensure I fully understand the problem and find a solution.
- I look for ways to break-down barriers and silos to hear new perspectives and solve complex problems.
- I invest in my own learning and look for opportunities to explore and introduce new ideas.
- I am interested in critical research and how it informs creative thinking.

Future focussed

- I embrace leading practices and use them to evolve our ways of working.
- I lead and support change to improve patient and organisational outcomes.
- I am constantly on the look-out for opportunities to improve.

Community minded

- I put my hand up to lead work that matters.
- I am accountable and focused on value.
- I value and champion diversity.
- I embrace collaboration and constructive partnerships.

Code of Ethics

The *Code of Ethics for the South Australian Public Sector* provides an ethical framework for the public sector and applies to all public service employees:

- Democratic Values - Helping the government, under the law to serve the people of South Australia.
- Service, Respect and Courtesy - Serving the people of South Australia.
- Honesty and Integrity- Acting at all times in such a way as to uphold the public trust.
- Accountability- Holding ourselves accountable for everything we do.
- Professional Conduct Standards- Exhibiting the highest standards of professional conduct.

The Code recognises that some public sector employees are also bound by codes of conduct relevant to their profession.

Approvals

Role Description Approval

I acknowledge that the role I currently occupy has the delegated authority to authorise this document.

Name:

Role Title:

Signature:

Date:

Role Acceptance

Incumbent Acceptance

I have read and understand the responsibilities associated with role, the role and organisational context and the values of CALHN as described within this document.

Name:

Signature:

Date: