

Position Description Cook

Award:	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Workers) Single Interest Enterprise Agreement 2021-2025
Responsible to:	Team Leader Hotel Services
Reports to:	Team Leader Hotel Services

<p>Responsiveness</p> <p>We aim to deliver the right care at the right time, proactively addressing care needs. This is supported by providing frank, impartial and timely advice to our consumers, attending to individual needs. We aim to identify and promote best practice to provide exceptional service and care delivery every time.</p>	<p>Respect</p> <p>We will actively listen, show empathy and seek to understand individual needs. We will treat all others fairly and objectively with respect for individual choice, ensuring freedom from discrimination, harassment, bullying and negative behaviours. We will be inclusive and consider all facts to improve service delivery.</p>
<p>Integrity</p> <p>We aim to provide accurate, open and honest information to our consumers, building trust and confidence in our services. We will respect individual privacy and confidentiality to promote dignified care delivery. We will avoid conflicts of interest and be transparent in our dealings with anyone who enters our facility.</p>	<p>Leadership</p> <p>We will champion VPSC and YDMH values and mission to deliver exceptional care, that is patient-centred and considered. We will lead by example, contributing to YDMH in a positive and professional manner that values others and seeks to work collaboratively to provide exceptional care.</p>
<p>Impartiality</p> <p>We aim to make decisions and provide advice based on merit, without bias, favouritism or self-interest, acting in the best interests of our consumers. We will protect YMDH intellectual property, reputation and systems at all times, adhering to applicable standards.</p>	<p>Commitment to Human Rights</p> <p>We commit to make decisions and provide advice that considers human rights and our responsibilities to be fair and objective. We value diversity, are inclusive and treat all others respectfully to actively promote and support individual human rights.</p>
<p>Accountability</p> <p>We intend to act in the best interests of YDMH, accepting responsibility for our actions and decisions and seeking to achieve best use of YDMH resources. We commit to adhering to relevant policy and procedure to maintain high quality service delivery that is safe and effective. We will record and report all information accurately and honestly considering all relevant facts.</p>	<p>YDMH Mission and Vision</p> <p>Yea and District Memorial Hospital commits to providing exceptional service that is adaptable and innovative, whilst adhering to the VPSC standards and code of conduct, relevant Industrial Agreements, Fair work and YMDH Strategic plan. We value our employee contribution to ensure that YDMH provides delivery of safe, high-quality, person-centred care.</p>

Prompt Document Title: <#doc_title>		Owner of the document: <#doc_adm>	
First Issued: <#issue_date>	Last Reviewed: <#last_review_date>	Review By: <#next_review_date>	
<#doc_num>	<#ver_num>	1 Page	
Uncontrolled when downloaded			

Position Purpose

The purpose of this Hotel Services/Food Services – Cook role – is to ensure the safe delivery of food preparation and all meals to YDMH patients and external services clients (MoW). The Cook role is responsible for coordinating the daily food services within the organisation with support from FSA staff.

Key Position Responsibilities

- Demonstrate a high level of competency in Food Services practices
- Ensure that meals and food requirements are delivered to YDMH clients to a high standard and in a timely manner, which does not compromise Food Safety standards.
- Ensure that equipment and stock is sufficient and adequately maintained for the delivery of services.
- Operate in line with infection control standards and guidance and YDMH policy and procedures
- Undertake other duties as required by the Director of Operations that are within the scope and skills consistent with the position
- Ensure that all documentation is accurate and completed in a professional and timely manner.
- Ensure representation in meetings, committees that are relevant to the Food Services team.
- Function as part of a multi-disciplinary team, to ensure all equipment is functional and operational as required by staff of YDMH
- Ensure accurate and timely recording of all food temperature checks are completed in relevant documents
- Assist and participate in Food Services Quality projects and activities including the service audit schedule
- Involvement in YDMH organisational accreditation planning and preparation as required
- Maintain and support up to date working knowledge of all emergency protocols to ensure the Food Services Department is safe and secure for self, staff, patients, and volunteers always
- Appropriate incident management reporting & recording within service including recording on VHIMs portal
- Deliver a customer focused service where diversity and residents' rights are respected.
- Promote and maintain a professional relationships' with all staff
- Positively promote YDMH and Residential Aged Care Services within the community
- Participate in relevant continuing professional development.

Prompt Document Title: <#doc_title>		Owner of the document: <#doc_adm>	
First Issued: <#issue_date>	Last Reviewed: <#last_review_date>	Review By: <#next_review_date>	
<#doc_num>	<#ver_num>	1 Page	
Uncontrolled when downloaded			

Employee Obligations

Confidentiality

The employee is required to maintain strict confidentiality with reference to all matters relating to patient's residents, all stakeholders and organisation matters.

Health and Safety

The employee is required to take all reasonable care to ensure personal safety and the safety of others who may be affected by acts or omissions of the employee in the work place. (Occupational Health and Safety Act, Clause 25). It is also the responsibility of employees to develop and maintain a working knowledge of the National Safety and Quality Health Service Standards (NSQHSS) and Aged care Quality Standards relevant to their position.

Quality Assurance

The employee is required to participate with the organisation in the Quality Assurance program to promote best practice and encourage exceptional care delivery and cost containment.

Infection Control

The employee is required to provide staff health screening evidence as per current mandatory requirements and be familiar with the infection control guidelines and to follow them as per policy.

Competencies

Complete mandatory competencies within the required timeframe.

Professional Development

An evaluation of performance will be undertaken at least once per year to ensure that the needs of the employer and employee are being achieved. The annual performance appraisal will be carried out in conjunction with the Chief Executive Officer and/or Executive team. It is the employee's responsibility to further own education and professional goals by maintaining and updating relevant skills and knowledge.

Essential Prerequisites

Successful applicants are required to provide certified copies of any mandatory qualifications listed in this section.

- Trade certificate in Cooking (preferable)
- Food Safety Supervisor Certificate (Level 2)
- Knowledge and understanding of the requirements relating to the Food Act 1984 and the FSANZ Food Standards code including the Food Safety Standards

Desirable Prerequisites

- Proven and relevant experience in a Health Care setting which is specific to Food Services

General YMDH information

- Redeployment may be required to current or future sites to ensure delivery of services
- Employment terms and conditions are detailed in your Statement of Employment and according to the relevant Industrial Agreement
- YMDH is committed to providing a work environment that is free from Bullying, Harassment, Discrimination and negative behaviours. YMDH promotes diversity and inclusion in the workplace.
- YMDH adopts the VSPC values as its own. All staff are expected to behave in a manner that supports and champions these values.

Prompt Document Title: <#doc_title>		Owner of the document: <#doc_adm>	
First Issued: <#issue_date>	Last Reviewed: <#last_review_date>	Review By: <#next_review_date>	
<#doc_num>	<#ver_num>	1 Page	
Uncontrolled when downloaded			

OH&S - Inherent requirements

With consideration for occupational health and safety (OH&S), YDMH has a duty of care to all employees. The purpose of this section is to ensure you understand and are able to perform the inherent requirements associated with your role (with reasonable adjustments if required). This table identifies the physical and psychological characteristics relevant to the workplace that are inherent requirements of our roles. To ensure you are not placed in an environment or given task that would result in risks to your safety or the safety of others, we ask that you manage these requirements.

Clinical Care Roles	<ul style="list-style-type: none"> • Manual Handling – pulling, pushing equipment and trolleys • Clinical duties- assisting patients and residents with daily chores • General movement – sitting, bending, reaching, holding • Minimal general administration and IT work - reporting • Use of Personal protective equipment and handling • Handling infectious waste, exposure to substances and hazardous materials • Dealing with consumers and members of the public – unpredictable behaviours • Driving motor vehicles (if required) • Perform work at all YDMH locations and sites, when required • Participating in shift work- fatigue management awareness
Support services; Maintenance Roles	<ul style="list-style-type: none"> • Manual Handling – pulling, pushing, lifting equipment • Maintenance work including working at heights (if required) • Outdoor work – exposure to elements (weather) • Operating machinery (according to work instructions and experience) • General movement – sitting, bending, reaching, holding, lifting • Driving motor vehicles (if required) • Participating in shift work (if required) • Minimal general administration and IT work - reporting
Administration Roles	<ul style="list-style-type: none"> • Administration and IT work – manage length of time sitting • General movement – sitting, bending, reaching, holding, lifting • Handling general waste – appropriate PPE and management • Filing, pushing and pulling trolleys, lifting paper and boxes • Perform work at all YDMH locations and sites, when required • Dealing with consumers and members of the public – unpredictable behaviours • Driving motor vehicles (if required)

Acknowledgement

- I have read and fully understand the Position Description.
- I understand that the information provided is a general outline and may not encompass every aspect of the position.
- Yea and District Memorial Hospital may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).
- I understand that this is separate to the Statement of Employment that I will sign, outlining the terms and conditions of my employment.

Accepted by (Print Name): _____

Signature: _____ / ____ / ____

Manager: _____ / ____ / ____

Yea & District Memorial Hospital is an equal opportunity employer who respects and is inclusive of our community's diversity including Aboriginal and Torres Strait Islander people, Lesbian, Gay, Transsexual, Bisexual and Intersex, varying age groups, cultural backgrounds and abilities.

Prompt Document Title: <#doc_title>		Owner of the document: <#doc_adm>	
First Issued: <#issue_date>	Last Reviewed: <#last_review_date>	Review By: <#next_review_date>	
<#doc_num>	<#ver_num>	1 Page	
Uncontrolled when downloaded			