

POSITION DESCRIPTION

POSITION: Special Diets Cook

ACCOUNTABLE TO: Catering Manager

STATUS: Part time position

CLASSIFICATION:

INTRODUCTION

Shepparton Retirement Villages (SRV) is a non-for-profit community based organisation that was founded by the Rotary Club of Shepparton back in 1968. Since that time SRV has become the largest provider of aged care services in the Shepparton region.

SRV is responsible for the delivery of care across 301 residential aged care beds, 288 independent living units and 40 aged care packages across the Shepparton Region. Services are delivered across 3 campuses; Rodney Park (Mooroopna), Kialla Gardens and Tarcoola (Shepparton). For further information, visit our website www.sheppvillages.com.au

ROLE STATEMENT

This position reports to the Catering Manager and is responsible for the preparation and provision of food that meets the resident's nutritional needs. The position is responsible for the production, preparation and provision of special diets and texture modified food in accordance with Australian Standards.

This position consults with the facility managers and families on the dietary requirements of residents.

Although this role is primary responsibility is to ensure texture modified meal preparation the role may also support the Catering Department on other areas from time to time as direct by the Catering Manager.

Participate in any special purpose Focus Groups such as Occupational Health & Safety, Food Safety, Emergency Procedures and Quality Assurance providing specialist input from a catering perspective from time to time and as required.

WORKING RELATIONSHIP

The position reports directly to the Catering Manager and works in collaboration with the catering department team and facility managers.

KEY SELECTION CRITERIA**Essential:**

- An understanding of the nutritional needs and hydration of the elderly
- Self-motivated and ability to work independently with minimal supervision
- Ability to establish work processes.
- Able to accommodate client's changing needs.
- Basic Food Handlers Course

Desirable

- Trade Certificate or demonstrated cooking experience.
- Experience in aged care kitchens

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ORGANISATIONAL EXPECTATIONS

The incumbent must incorporate the values of Shepparton Villages into daily practices in relation to all activities that is you:

1. **Choice:** Encourage and promote resident choice
2. **Respect:** - everyone is unique, we listen and demonstrate care and compassion in everything we do by:
3. **Care** – You care and continuously improve what you do
4. **Passion** – You love what you do and encourage creativity and diversity
5. **Teamwork** – You work together and support others

OUTCOMES STATEMENT & TASKS

Key Result Area	Key Activity	Standard Measures
Shepparton Villages Values	<ul style="list-style-type: none"> • Ensure you live the values of SRV in everything you do 	<ul style="list-style-type: none"> • Be compassionate and provide support to residents and staff • Consistently show respect, care and teamwork • Seek opportunities to be innovative for improvement. • Is accountable for high standards of food • Communicate and operate openly and honestly as an effective team member
Customer Service	<ul style="list-style-type: none"> • Effectively meet the needs of residents • Ensure all textured modified meals are in-prepared and delivered to residents in accordance with their requirements. 	<ul style="list-style-type: none"> • Meets residents needs and wants on an ongoing basis in relation to nutritional requirements • No complaints from residents in regards to their dietary requirements
General duties	<ul style="list-style-type: none"> • Preparation of textured modified meals in accordance with individual resident’s dietary requirements. • Consult as required with facility managers, families to establish the special dietary needs of residents. • Maintain documentation that is relevant to special diets • Be competent in and ensure that you follow the food safety plan. • Ensure that the special diets of the kitchen is clean with an emphasis on infection control techniques, safe chemical use and ensuring that cleaning schedules are documented as required. • Adhere to the food safety standards (with a particular focus on temperature reporting) • Undertake any other duties as required from time to time as directed by The Catering Manager. 	<ul style="list-style-type: none"> • No complaints from residents • Follow procedures in regard to portion control, special diets, moulds, cooking standards and wastage • Prepare and cooking of meals for residents and functions which are of a high standard and reflect what residents want.
Quality Participate in quality improvement activities	<ul style="list-style-type: none"> • Be involved in audits and surveys to identify issues and measure resident satisfaction 	<ul style="list-style-type: none"> • Food safety compliance is maintained • Aged Care Accreditation is maintained

OH&S Responsibilities

That you take reasonable care to protect the health and safety of yourself, fellow staff and other in the workplace by:

- Reports hazards, near misses and injuries immediately
- Uses personal protective equipment as required
- Complete incident reports as required
- Support health and safety representatives

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- Comply with risk and safety policies and procedures and instructions
- Contribute to risk assessments
- Participate in training and meetings regarding safety
- Active support and demonstration of manual handling skills
- Works within policy, procedures and accreditation standards

OTHER RELEVANT INFORMATION

- The position is part-time, working 60.8 hours per fortnight
- Hours to be worked within business hours Monday to Thursday
- A police check/criminal record check is required prior to employment
- A current valid police record check
- Redeployment to other services may be required
- The probationary period for this position is 6 months

PERFORMANCE REVIEW

The Special Diets Cook will participate in a performance review six months after appointment and thereafter every two years with the Catering Manager.

TERMS & CONDITIONS

Terms and conditions are provided by the Shepparton Retirement Villages Inc. (trading as Shepparton Villages) ANMF and HSU Enterprise Agreement 2021, and our policies and procedures (as varied from time to time).

INHERENT POSITION REQUIREMENTS

Shepparton Villages has a duty of care to all employees. The purpose of this section is to ensure that you fully understand and can perform the inherent requirements of the role (with reasonable adjustments if required) and that you are not placed in an environment or given tasks that would result in risks to your safety or the safety of others. This role may require the following tasks among other things:

	Tasks	Occasionally (1 - 33%)	Frequent (34 - 66%)	Very frequent (67 - 100%)
Physical	Assisting residents to reposition, transfer and ambulate			
	Standing and walking			✓
	Bending, kneeling, squatting, crouching		✓	
	Tasks involving manual dexterity			✓
	Tasks involving pushing and pulling			✓
	Lifting and carrying objects (as per our minimal lift policy)			✓
	Computer work			
	Sitting for extended periods			
	Neck flexion/extension and rotation		✓	
	Climbing stairs, ladders	✓		
	Driving motor vehicles/machinery	✓		✓ (Food Delivery Driver)
	Walking over uneven surfaces			
	Handling unstable objects or people	✓		
	Exposure to vibration	✓		
Dealing with distressed staff, residents, families and visitors				

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	Working with residents with cognitive impairments and associated behaviours			
	Working with residents at their end of their life			
	Requirement to meet urgent timelines		✓	
	Exposure to distressing situations			
Environmental	Exposure to chemical hazards – dust, gases, fumes, liquids, hazardous substances eg, cytotoxic medication	✓		
	Working in confined spaces	✓		
	Working in temperature extremes and exposure to outdoor elements, eg cool rooms and working outdoors			✓
	Slippery or uneven surfaces	☒	✓	
	Biological hazards – body fluids, bacteria, infectious diseases			

I acknowledge:

- That I have read and fully understand the Position Description
- I agree that I can fulfil the inherent requirements of the position, and accept my role in fulfilling the responsibilities, activities, duties and generic position requirements.
- I understand that the information provided is a general outline and may not encompass every aspect of the position.
- I agree that I will participate in a performance review six months after appointment and thereafter every two years with my Manager.
- I will be required to work in accordance with Shepparton Villages Values and Behaviours, Code of Conduct and policies and procedures.
- Shepparton Villages may alter the duties of this position description 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 Employment Agreement that I will sign, outlining the terms and conditions of my employment.

Accepted by: _____

Date ____/____/____

(Print Name)

Approved by:	Catering Manager
Issued:	5 th February 2021
Reviewed:	