



Riverview
Lutheran Rest Home Inc

Job and Person Specification

Cook

September 2017

Organisational Overview:

Riverview Lutheran Rest Home Inc. is a Not-for-Profit 60 Bed Residential Aged Care Facility comprising of 40 Aged Care beds and a purpose built 20 bed specialised Memory Support Unit. 12 Independent Living Units and 13 Serviced Apartments are also located on-site. Riverview's Mission is to provide care, services, and accommodation to enrich the lives of older people, and strengthen the Riverland community. Through our Values of Care, Integrity, Quality, Compassion, Kindness, Love, Patience and Respect, we strive for "Excellence in Christian Care".

JOB & PERSON SPECIFICATION

POSITION:	COOK
TYPE OF EMPLOYMENT:	PART TIME Hours as per Contract of Employment
REPORTS TO:	HEAD CHEF DOMESTIC SERVICES MANAGER CHIEF EXECUTIVE OFFICER
RESPONSIBLE FOR SUPERVISING:	N/A

Position Overview:

The Cook is responsible for the preparation of food for the Riverview kitchen and dining rooms, and for maintaining the kitchen in a clean, neat and tidy manner. The Cook will also adhere to all Riverview policies and procedures, and legislative food hygiene requirements.

Qualifications and Requirements:

Essential

- Experience in catering and food preparation
- Understanding of legislative food hygiene requirements
- Holds and maintains a satisfactory police check no more than 3 years' old

Desirable

- Previous experience in aged care catering
- Knowledge of dietary requirements of the elderly
- Certificate III in Commercial Cookery

Key Responsibilities:

- Preparation of resident meals and snacks for consumption as per planned weekly menus & recipes
- Prepare and present food within set time frame to ensure freshness, quality and maintain food safety
- Store food correctly and rotate on a first in first out basis
- Attempt to reduce food wastage
- Compliance with food handling legislation requirements and facility procedures
- Prepare food to suitable consistency and diet type for the consumption of individual residents in accordance with resident Care Plans (i.e. diabetic, high/low protein, gluten free or coeliac)
- Identify and provide recommendations for improvements to procedures and processes that will result in more effective and efficient kitchen operations to the Head Chef
- Effectively and efficiently complete all daily tasks as per rostered and allocated shift duty list
- Maintain a clean and tidy working environment

- Contribute to, and encourage effective teamwork in the kitchen through:
 - communication,
 - active participation in activities
 - and proactively assisting others with their duties
 to enable the timely preparation and serving of meals and snacks, and completion of kitchen cleaning
- Establish and maintain positive relationships with staff members, residents and their families
- Participation in staff training and learning activities
- Bring to the attention of the Head Chef any possible problems or issues of concern regarding any aspect of food catering services
- Bring to the attention of the Head Chef any possible problems or issues of concern regarding any aspect of kitchen equipment, crockery, cutlery or utensils
- Ensure a high standard of personal hygiene and be suitably attired
- Ensure that Riverview’s catering services meets and exceeds the level of compliance required under the Aged Care standards for accreditation as directed by the Head Chef
- Any other kitchen duties as requested by the Head Chef and/or Domestic Services Manager

Essential Ongoing Responsibilities:

- Know and operate within the policies and procedures, quality assurance and occupational health and safety practices of the organisation
- Operate within the Riverview values of Care, Integrity, Quality, Compassion, Kindness, Love, Patience, and Respect
- Maintain knowledge of current legislative food Hygiene requirements
- Attendance at Mandatory Staff training

Person Specification:

- Team player with ability to work well under direction
- Self-starter who is motivated and proactive
- Uses initiative to identify opportunities and issues
- Ability to work well under pressure
- Committed to quality outcomes
- Excellent time management skills
- Ability to establish good rapport with residents and their families



Acknowledgement

I, _____ acknowledge that I have read and understood the requirements of my position and have been given a copy.

SIGNED: _____

Employee’s Signature	Manager’s Signature
Date: ___/___/___	Date: ___/___/___