



Riverview
Lutheran Rest Home Inc

Job and Person Specification

Head Chef

July 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 quality Christian residential care and services for aged and disabled people. Through our Values of Care, Integrity, Quality, Compassion, Kindness, Love, Patience and Respect, we strive for "Excellence in Christian Care".

JOB & PERSON SPECIFICATION

POSITION:	HEAD CHEF
TYPE OF EMPLOYMENT:	PART TIME HOURS AS PER CONTRACT OF EMPLOYMENT
REPORTS TO:	DOMESTIC SERVICES MANAGER CHIEF EXECUTIVE OFFICER
RESPONSIBLE FOR SUPERVISING:	ALL KITCHEN STAFF

Position Overview:

Riverview aims to provide Excellence in Christian Care, and is striving for the delivery of excellent fresh food with flavour. The Head Chef will be the driver of taking the Riverview kitchen to another level by inspiring, engaging and educating our cooks and kitchen hands in creating nutritious full flavoured quality meals. The Head Chef is responsible for the management and operation of the Riverview kitchen and dining rooms, including menu planning appropriate to varying resident needs, food preparation, food and catering supplies ordering, cooking, supervision of kitchen staff and ensuring that all Riverview policies and procedures, and legislative food hygiene requirements are met. The Head Chef is also responsible for keeping the kitchen equipment safe and in working order, and is serviced and maintained as per equipment, legislative and food safety standards.

Qualifications and Requirements:

Essential

- Demonstrated knowledge of kitchen operations
- Minimum Qualification of Certificate III in Commercial Cookery
- Experience as a team leader or supervisor
- 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 IV in Commercial Cookery

Key Responsibilities:

- Drive the taking of the Riverview kitchen to another level by inspiring, engaging and educating our cooks and kitchen hands in creating nutritious full flavoured quality meals

- Menu planning appropriate to varying resident needs and consistent with our desire to provide nutritious full flavoured quality meals
- Food and catering supplies ordering as required by the planned weekly menu
- Responsible for ensuring food deliveries are received and checked against orders and what is not acceptable is returned
- Sourcing fresh local quality meat and produce where possible, and within budget constraints
- Source competitive pricing for food and supplies
- Ensure food is stored correctly and rotated on a first in first out basis
- Liaise with the Manager Domestic Services regarding residents feedback, special food orders (eg Christmas, Easter etc)
- Facilitate the preparation of nutritious full flavoured kitchen snacks and meals, which are made available after kitchen hours
- Ensure all food from the Riverview kitchen is prepared and presented within set time frames to guarantee freshness, quality and to maintain food safety
- Monitor and register food wastage
- Responsible for ensuring that food from the Riverview kitchen is of 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)
- Participate, contribute and encourage effective teamwork in the kitchen through:
 - Clear and concise communication
 - organisation of, and active participation in activities
 - proactively assisting others with their duties
 - fair and equitable allocation of duties
 - listening to the concerns of others and working with them to resolve concerns and issues to enable the timely preparation and serving of meals and snacks, and completion of kitchen cleaning
- Compliance with food handling legislation requirements, facility procedures and budgetary constraints
- Review and revise kitchen staff duties lists as needed and at a minimum of twice yearly
- Maintain a clean and tidy working environment
- Participate in new kitchen staff orientation activities
- Input into and participate in kitchen staff annual appraisals, with the Domestic Services Manager
- Establish and maintain positive relationships with staff members, residents and their families
- Direct and supervise kitchen staff in their duties
- In conjunction with the Domestic Services Manager appraise and facilitate the learning needs of kitchen staff
- Bring to the attention of the Domestic Services Manager any possible problems or issues of concern regarding any aspect of catering services
- Ensure a high standard of personal hygiene and be suitably attired
- Ensure that all kitchen staff maintain a high standard of personal hygiene and are suitably attired
- Ensure that Riverview's catering services meets and exceeds the level of compliance required under the Aged Care standards for accreditation and local government food handling safety requirements
- Check and sign off kitchen staff timesheets at the end of each pay period before payroll is processed
- Highlight and advise the Domestic Services Manager of any variances between hours recorded on kitchen staff time sheets and actual hours worked (i.e. left early, sick days etc.)
- Ensure an appropriate staff balance between Edwards and Traeger at mealtimes
- Ensure kitchen equipment is safe and in working order
- Call and follow up on appropriate tradesman/suppliers in a timely manner to ensure faults to kitchen equipment and utilities are rectified as soon as possible
- Responsible for ensuring kitchen equipment is serviced and maintained as per equipment, legislative and food safety standards

Date: / /