



Position Description

Merri Health

Position Identification			
Position Title:	Cook		
Direct Reports	0	Indirect Reports:	0
HRIS Position Number:		Effective Date:	March 2019
Location:	Cromwell Street, Glenroy / Dependent on client demand		
Scope of Practice:	Not Applicable		
Delegation of Authority:	Refer to Delegation of Authority Policy		
Agreement/Classification *For HR use only	Community Health Centre (Stand Alone Services) Social and Community Service Employees Multi Enterprise Agreement <ul style="list-style-type: none"> Level 2 (Unqualified Welfare Worker, Year 7) 		
Organisational Context			
Divisional:	Aged & Primary Care		
Program:	Aged Care	Unit: Social Support Program	
Organisational Chart	<pre> graph TD Manager[Manager, Aged Care] --- TeamLeader[SSP Team Leader] TeamLeader --- Supervisor[SSP Program Supervisor] Supervisor --- Cook[Cook] </pre>		
Position Summary			
<p>The Cook is responsible for ensuring the delivery of a high quality and nutritious meal to clients attending the Social Support Program (SSP). The Cook will prepare meals in accordance with the menu, adhere to Food Safety Standards, maintain a clean and hygienic environment, and maintain records and checklists as required by the Food Safety Plan and the Food Safety Supervisor. The Cook will also monitor stock and assist with menu planning and ordering of food and supplies.</p> <p>The needs of clients will be taken into consideration by the Cook when preparing meals. The Cook will also be responsible for filling in for staff on lunchbreaks, providing assistance with activities and support to clients as required.</p>			



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Position Accountabilities

Responsibilities

Meal Preparation

- Prepare meals for SSP clients in accordance with Food Safety Standards and menu plan
- Ensure clients' needs and preferences are met when preparing and delivering meals for the clients
- Assist with menu planning to ensure the provision of well presented, nutritious meals
- Participate in evaluation of the food services component of the programs to ensure client needs are being met
- Respond to any meal changes and special requests as appropriate

Program and Client Support

- Fill in for staff on lunch breaks
- Assist with activities as directed
- Provide support and assistance to clients as required

Administration

- Maintain records and checklists in accordance with Food Safety Standards for a Class 1 premises
- Report any concerns or issues regarding food safety eg faulty equipment, poor food quality etc.

Other Duties

- Maintain and enhance professional knowledge and technical skills by keeping up to date with new developments and relevant trends.
- Undertake any reasonable additional tasks as directed by Merri Health.
- Ensure compliance with all relevant legislation, funding guidelines, service standards and contractual obligations.
- Practice complies with national code for health care workers.
- Attend team and Merri Health meetings as required.
- Attend training as required.

Safety and Risk

Occupational Health & Safety (OHS)

- All employees have a duty to take reasonable care for the health and safety of themselves and others affected by their actions at work, and to comply with Merri Health's OHS Frameworks.

Physical Inherent requirements (PIR)

- Involves sedentary tasks requiring a low level of physical activity and alternation between seated and standing positions
- Incorporates computer based activities, where employees are required to maintain a slight to moderate degree of cervical flexion for periods of several minutes at a time, occasionally sitting for periods in excess of 20 minutes
- Sound upper limb joints, with the ability to withstand repetitive upper limb activity
- May be required to occasionally lift and carry items weighing up to 10kgs

Quality & Risk

- Be proactive in risk identification, notification and management.



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	<ul style="list-style-type: none"> • Comply with Merri Health’s policies and procedures • Participate in quality improvement activities and engage clients in these activities when relevant. <p><i>Merri Health is an equal opportunity employer and committed to ensuring a safe environment for children and young people. We encourage individuals of diverse backgrounds including but not limited to those from the Aboriginal and Torres Strait Islander, Culturally and Linguistically Diverse, the GLBTIQ community and those living with a disability to join our workforce.</i></p>
Capabilities	All employees are expected to align their behaviours and utilise capabilities (or ‘soft skills’) in line with our organisational values and the level of responsibility of the position. The capabilities for this position can be found within Merri Health’s Capability Matrix.
Key Selection Criteria	
Essential	<ul style="list-style-type: none"> • Qualifications in food and meal preparation • Knowledge of food and meal preparation • Understanding of nutritional needs of older people • Experience in cooking for a group, preferably in aged care • Knowledge of Food Safety requirements for a Class 1 establishment • Participate in regular supervision with Line Manager as per Merri Health policies and procedures. • Participate in Annual Performance Review process as per Merri Health policies and procedures. • High level interpersonal and communication skills. • Computer literacy.
Desirable	<ul style="list-style-type: none"> • Experience in working with older people • Knowledge and understanding of SSP • Experience in working in a team environment
Checks, Licences and Registration	<ul style="list-style-type: none"> • National Police Check (NPC) • Working with Children’s Check (WWCC) • Current full Drivers Licence • Food Handling Certificate • Current First Aid qualifications (level 2), including current CPR • Disability Worker Exclusion Scheme (DWES)