



# Position Description

## Catering Assistant (Chef)

Stage:

**Issued**

Version:

**7.004007**

Group:

**HR/Position Description**

### Reports To:

Hospitality Manager

### Employment Status:

Permanent, Part Time and Casual

### Grade/Award:

Care Services Employee (Grade 3)

### Primary Objective:

The role of Catering Assistant (Chef) is to assist in preparing food in a clean, organised, stocked and hygienic kitchen. Reporting to the Hospitality Manager, you will carry out a range of kitchen duties including: food preparation, receipting incoming deliveries, monitoring food quality, storing stock, cleaning, stocktaking, attending to documentation, cooking and serving meals.

### Key Responsibilities:

#### Section A - Key Role Responsibilities

##### Kitchen:

- Implement and review menus appropriate to the dietary needs of residents
- Create menus that are high in fresh food choices, nutrition, and are seasonally appropriate
- Provide guidance and instruction to other staff, leading by example in the daily operations of the kitchen
- Prepare and present quality meals in taste and presentation at all times
- Create, maintain and monitor food levels, supplies and best price for each residential facility
- Develop one off menus to celebrate themes, special occasions, celebrations and other activities that may tie into the residential activities calendar
- Create and cost new menus that are seasonally appropriate, high in nutrition and offer variety to residents
- Prepare recipe cards, photos and instructions for preparing new meals, snacks, drinks and deserts
- Provide guidance and support to staff by leading the daily operations of the kitchen during your shift
- Ensure compliance with HACCP legislation and Feros Food Safety Plan
- Ensure the privacy, confidentiality and dignity of clients
- Maintain professional working relationships with clients at all times
- Respond to customer feedback regarding the quality of food served to ensure continuous improvement of food services offered at the villages
- Follow and update the specified duties in the daily duty guideline for the position

##### Documentation:

- Undertake weekly / monthly stocktakes and update records
- List and order dry, cold and fresh stock from approved supplies on a daily, weekly or monthly basis - as necessary
- Monitor and update all food expenses for each residential facility
- Train, mentor and educate other team members in the effective running and operations of the kitchen
- Actively seek feedback from staff and residents on meals
- Ensure that the Food Safety Program and its support program documentation is maintained

#### Section B - Our Common Purpose

##### Contribution to Culture

At Feros Care, every person plays an important role in helping us to **empower people to live their best life**. Our six core Values are the foundation of our decision making, reward, recognition and culture, which we practice every day. As part of the Feros Care team you are expected to display the following values in everything you do:

- Ensure everyone belongs and is an essential part of the Feros Community - **Everyone Matters**
- Take responsibility for your own learning and development and commit to a continuous journey of personal growth - **Life Long Learning**
- Contribute to an environment filled with energy, laughter and purpose - **Positive Energy**
- Always strive to be the best you can and surpass expectations - **Service Excellence**
- Think outside the square to inspire new ideas for excellence - **Innovative Thinking**
- Commit to professionalism and accountability - **Absolute Integrity**

### **Leading with Technology**

Feros Care utilises technology to not only support our clients live their best lives, but it's also the way we communicate; the way we report and document; the way we learn; the way we participate and most importantly how we engage with each other. To join us you must be:

- Willing to embrace technology solutions that will not only help our clients but also allow you to learn, participate and engage with your work colleagues and the organisation
- Confident using technology such as smart phones, tablets, laptops, video conferencing, GPS and search engines to access information and support our clients
- Eager to look for new and exciting ways to support our clients with technology that will solve issues and achieve their goals

### **Work Health and Safety (WHS):**

All Feros Care staff have a duty of care and a legal obligation to ensure that they:

- Undertake work in a manner that is not harmful to their health and safety or the health and safety of others
- Comply with the Feros Care WHS Management System requirements particularly manual handling, infection control, emergency, food safety and personal protective equipment requirements
- Attend and actively participate in WHS and other mandatory training
- Monitor workplace conditions and report:
  - Ideas which may improve health and safety
  - Any work related or personal injury or illness (where it may affect their ability to work safely)
  - Any work related incident they witness, including bullying and harassment
  - Hazards and incidents including any malfunction or inadequacies of equipment
- Correct minor hazards as applicable

All staff are encouraged to be proactive and participate in activities and programs designed to improve health and safety

### **Personal Attributes and Qualities:**

To be highly effective in this role you will need to identify with the following personal qualities:

- Steadfastly maintains confidentiality even under pressure
- Thrives on helping others
- Possesses the ability to empathise and show compassion
- Clearly enjoys interacting and engaging with clients
- Has a friendly and cheerful demeanour
- Presents professionally at all times in dress, appearance and communication
- Safety and Risk conscious
- Plans and allocates appropriate time to tasks
- Sets high standards for quality
- Regularly checks quality standards are being upheld
- Consistently energetic and enthusiastic

### **Criminal History:**

This position requires a mandatory National Police Check to be conducted if chosen to be the successful candidate. The National Police Check will be renewed every 3 years.

**References to Standards and Legislation:**

ISO 9001 6.0: Resource Management

6.2.1:General

**Essential Criteria for Position:**

- Certificate III in Commercial Cookery Trades Certificate or similar
- Food Safety Supervisor Certificate (If not currently a certified employee - must be willing to complete certification within first week of employment)
- Recent experience working in a commercial kitchen and cooking in bulk
- Prior experience creating meals for those with allergies, intolerances, requiring supplements or modified textures
- Previous experience developing and delivering menus to meet a range of special dietary requirements
- Proven skills in preparing and costing new menus
- Strong financial aptitude (ability to track, contain and manage COGS and wastage)
- Current drivers licence

**Desirable Criteria for Position:**

- Basic computer skills including the use of Outlook, Word and Excel

**Summary of Specific Responsibilities**

Note: Refer to Procedures, Work Instructions and Practice Documents to view the responsibilities of this Position.

**Incumbent Statement:**

I have read, understand and accept the above Position Description for Catering Assistant (Chef).

Signed: ..... Date: ... / ... / .....

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