



# POSITION DESCRIPTION

<b>Position Title:</b>	<b>Community Care Cook</b>
<b>Reporting to:</b>	Community Care Team Leader
<b>Status:</b>	Fixed Term, Part Time
<b>Salary:</b>	Level 3
<b>Coverage</b>	WARC Enterprise Agreement 2024
<b>Location:</b>	Gunbalanya

## POSITION STATEMENT

The Community Care Cook will coordinate the food safety program for Aged Care and Disability clients. They will plan and prepare culturally appropriate and nutritional meals for clients in a manner that is suitable to their needs, up-to-date and flexible in its delivery. This position involves the preparation of lunches for approximately 45 Meals on Wheels clients, plus breakfast for approximately 12 people.

## ACCOUNTABILITIES & RESPONSIBILITIES

### Primary Tasks

- Manage all activities associated with food services including menu planning, ordering, preparation and kitchen hygiene
- Prepare sufficient meals for breakfast and Meals on Wheels program in a timely and safe manner.
- Ensure direct consultation with Community Care Team Leader, clients, suppliers and the wider community to ensure that appropriate meals are prepared for breakfast and the Meals on Wheels program.
- Ensure meals are presented attractively and at correct temperature
- Ensure meals are prepared to meet client dietary requirements
- Ensure stock is rotated and kept up to date to avoid spoilage and waste
- Ensure all temperature controlled equipment is monitored at correct temperature and any maintenance attended to promptly
- Be courteous and respectful to all clients at all times
- Respect the privacy of clients and their families, and be caring, diplomatic and maintain good work practices
- Be familiar with emergency procedures at the Centre
- Be responsible for maintaining and restocking kitchen equipment/materials
- Train and supervise other kitchen staff
- Ensure a high level of Work Health and Safety and Food Safety compliance is maintained in the kitchen at all times
- Maintain and adhere to Community Care budgets relating to supplies
- Participate in staff meetings with Community Care Team Leader
- Other duties as directed by the Community Care Team Leader




<b>Teamwork</b>	<ul style="list-style-type: none"> <li>• Participate in a team approach to problem solving and encourage innovative practice.</li> <li>• Provide effective communications that foster positive relationships at all levels across the community, external stakeholders and West Arnhem Regional Council personnel.</li> <li>• Support a collaborative culture with internal and external stakeholders, and motivate team members by inculcating a dynamic working environment that nurtures innovation.</li> </ul>
<b>Policies and Procedures</b>	<ul style="list-style-type: none"> <li>• Comply with all West Arnhem Regional Council Policies and Procedures.</li> </ul>
<b>Work Health and Safety</b>	<ul style="list-style-type: none"> <li>• In accordance with work health and safety legislation: <ul style="list-style-type: none"> <li>○ ensure you work safely, the way you work does not cause harm to others and you use measures within your control that prevent injuries or illnesses; and</li> <li>○ within your area of responsibility, ensure compliance with work health and safety legislation and Council's work health and safety policies and procedures.</li> </ul> </li> <li>• Actively participate in safety improvement activities.</li> </ul>
<b>General Responsibilities</b>	<ul style="list-style-type: none"> <li>• Comply with the West Arnhem Regional Council 'Code of Conduct' and all other policies and procedures adopted by the West Arnhem Regional Council as varied from time to time.</li> <li>• Other duties commensurate with skills and experience as directed by the Community Care Team Leader.</li> </ul>

## SELECTION CRITERIA

<b>Essential</b>	<ol style="list-style-type: none"> <li>1. Food Safety Supervisor Certificate (or willingness to obtain one)</li> <li>2. Experience and ability to prepare nutritious meals in large quantities, to be served on time each day</li> <li>3. Experience and ability to cook food for vulnerable people, with specific dietary needs</li> <li>4. Experience in safe food handling and maintaining a hygienic workspace</li> <li>5. Ability to communicate effectively with Indigenous clients</li> <li>6. Good verbal and written communication skills</li> <li>7. Ability to work well with other staff and train other staff in food preparation and food safety skills</li> <li>8. Current Northern Territory Drivers Licence and an ability to drive manual vehicles</li> <li>9. Sound understanding of Work Health and Safety in the workplace</li> <li>10. National Criminal History Check clearance</li> <li>11. Current Working with Children/Ochre Card</li> </ol>
<b>Desirable</b>	<ol style="list-style-type: none"> <li>1. Knowledge and understanding of Australia New Zealand Food Standards, NT Food Act 2004, Australian Dietary Guidelines, Australian Guide to Healthy Eating or willingness to learn</li> <li>2. Current First Aid Certificate</li> <li>3. Basic computer skills (eg. Microsoft Outlook, Excel, Word)</li> </ol>




## YOUR SPHERE OF INFLUENCE AND KEY RELATIONSHIPS

Freedom to act is governed by broad goals, policies, legislation and budgets with periodical reviews to ensure achievement of goals.

Decisions and actions have an effect on the operational unit and the wider organisation.

When developing policy options and strategic plans, freedom to act is determined by the Chief Operating Officer.

The advice provided is relied upon for guidance and justification for adopting particular policies and procedures, where the impact may be substantial.

