

POSITION DESCRIPTION	CHEF	PD No:
PURPOSE	The Chef is responsible for provision of high quality catering services for residents and Karingal.	
KEY SELECTION CRITERIA	<p>Essential:</p> <ol style="list-style-type: none"> 1. Formal qualifications relevant to the role 2. Substantial experience in residential aged care or similar environment 3. Strong understanding of Food Safety Supervisor requirements 4. Experience in menu planning 5. Staff supervision and rostering experience for small workgroup 6. Current police clearance <p>Desirable:</p> <ol style="list-style-type: none"> 7. Understanding of aged care/other accreditation systems 8. Business development experience 	
CONDITIONS OF EMPLOYMENT	According to the Aged Care Award 2010, Karingal Seymour Enterprise Agreement and Contract of Employment	
PHYSICAL REQUIREMENTS	<ul style="list-style-type: none"> • Walk / Stand up to 70 % of the time • Sit 10% of the time • Bend, squat up to 20% of the time • Lifting and stretching using food preparation and cleaning equipment, e.g. mixer, pots and pans 30% of the time • Push trolleys up to 5 % of the time 	
REPORTING	Reports to DON/Facility Manager	
MAIN RESPONSIBILITIES	<ul style="list-style-type: none"> • Maintain ongoing requirements of Food safety Program. • Planning to ensure menu provides for adequate nutrition and hydration, cultural and spiritual needs, enjoyment of food and special occasions • Maintain adequate and appropriate records in line with Karingal's policies and procedures. • Efficient and effective management of the catering service including staff supervision and rostering to ensure ongoing adequate and appropriate staffing at all times. • Ensure adequate supplies are available at all times to meet menu requirements and within budget • Ensure high quality catering service provided to all residents. • Liaison with external products and service suppliers. 	
PERFORMANCE APPRAISAL	3 monthly, then annually by manager or, as requested by employer or employee.	
Key Result Area	Performance Criteria	Monitoring Process/es
PROFESSIONAL CONDUCT	<ol style="list-style-type: none"> 1. Utilises effective time management to promote efficiency across all business operations. 2. Demonstrates a high standard of personal appearance and conduct, using respectful language and manner toward residents, visitors and other staff. 3. Strict confidentiality is maintained in accordance with Karingal's Policies & procedures. 4. Demonstrates a flexible and enthusiastic attitude toward undertaking a variety of tasks. 	<ul style="list-style-type: none"> • CI System • Meeting minutes • Records & reports

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SAFETY	<ol style="list-style-type: none"> 1. Participates in the risk management program and contributes to a healthy & safe work environment. 2. Reports immediately any equipment or situation with potential to be a OHS issue. 3. Participates in problem solving processes to resolve health and safety issues. 4. Reports immediately any suspected elder abuse according to policies and procedures. 	<ul style="list-style-type: none"> • CI System • Meeting minutes • Records & reports
QUALITY IMPROVEMENT	<ol style="list-style-type: none"> 1. Provides competent service in accordance with Karingal's Policies and Procedures, and legislative requirements relevant to role. 2. Contributes to promoting quality improvement, e.g. by recording suggestions onto MANAD, attending meetings & ongoing education, reviewing procedures, evaluating new products and equipment. 	<ul style="list-style-type: none"> • CI System • Meeting minutes • Records & reports
KNOWLEDGE & SKILLS	<ol style="list-style-type: none"> 1. Maintains own knowledge and skills through attending in-service and continuing education, mandatory training, staff meetings, reading staff bulletins & emails. 2. Training objectives completed to ensure ongoing skills & knowledge development. 3. Membership / subscription to professional association, network or peer association. 	<ul style="list-style-type: none"> • CI System • Meeting minutes • Records & reports
CATERING SERVICES	<ol style="list-style-type: none"> 1. The Menu provides for adequate nutrition and hydration, cultural and spiritual needs, enjoyment of food and special occasions, with input from residents / representatives, dietitian, Nursing & Care staff and DON/Facility Manager. 2. Recipes with dietitian input are documented for menu dishes and special dietary requirements such as, diabetes, high/low fibre, high/low protein. 3. In consultation with the DON/Facility Manager maintains a record of residents needs, preferences and assistive devices, and ensures these are provided each meal 4. Meals are prepared, served and delivered according to the menu and Food Safety Program requirements 	<ul style="list-style-type: none"> • CI System • Meeting minutes • Records & reports
FOOD SAFETY PROGRAM (FSP)	<ol style="list-style-type: none"> 1. Plans, documents, implements, monitors and evaluates the Food Safety Program, including annual review and 6 monthly internal assessment of the program. 2. Provides orientation and day to day staff supervision to ensure work practices meet FSP requirements 	<ul style="list-style-type: none"> • CI System • Meeting minutes • Records & reports
RESOURCE MANAGEMENT	<ol style="list-style-type: none"> 1. A roster that meets workload requirements, industrial obligations and budgetary requirements is completed and displayed within the required timeframe. 2. Ensure equitable allocation of shifts according to staff contracts, Enterprise Agreement and staff availability, using staff rostering software. 3. Adequate stock of supplies is available to meet menu requirements, within budget. 	<ul style="list-style-type: none"> • CI System • Meeting minutes • Records & reports • Evaluation of roster



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