

Employment

Position Description

Position:	Second Cook
Award:	Lyndoch Living (Health and Allied Services, Managers and Administrative Officers) Enterprise Agreement 2016-2020
Classification:	Second Cook – Grade B (RH4)
Status:	As per Contract of Employment
Qualifications:	Trade Certificate in Commercial Cookery

Position Objective(s)

The Second Cook is required to assist the Head Chef and other catering staff in the coordination, preparation and production of quality meals for consumers. Support the Head Chef with the kitchen stores / goods receiver function.

Lyndoch Living Vision

By recognising each person for the individual they are, we will strive to provide them with the specific services, care and support they need to enjoy a lifestyle that is their own – dignified, engaging, fulfilling and rewarding.

The Lyndoch Way

To support a positive work environment and culture that we believe will best fit the future we are strategically planning for, “seven pillars” have been identified.

One Team

We value and recognise individuality as a vital part of developing a unified voice.

Pride

We support pride and passion in our work and in doing so, we attract others who share our values.

Welcoming Workplace

We encourage warm, friendly and respectful interactions across all aspects of our service.

Yes Culture

We always start with ‘yes’ in every deliberation.

Customer Service

We ensure that customers feel engaged and valued in every interaction.

Innovation

We will enhance our services and exceed customers' expectations, by embracing innovation and fresh ideas.

Fun and Enjoyment

We recognise that fun and enjoyment are critical to success.

Social Purpose

Through the social conscience of the staff and consumers we actively engage with causes that impact the local community.

Safety

We actively promote safety and wellbeing through the provision of innovative and high quality training, monitoring of risk, and compliance, with OHS regulations.

Key Responsibilities and Duties

- Preparation, production and service of meals.
- Assist with menu planning and coordination of the implementation of new menu items.
- Ensure ongoing compliance with food safety standards and guidelines
- Maintain competitive degrees of cost efficiency, stock control and quality goods and services. In collaboration with the Head Chef, monitor the pricing of goods ordered.
- Ensure special diets are prepared according to dietary guidelines and instructions from the Dietitian.
- Assist the Head Chef by monitoring and maintaining sufficient stock levels of goods. Place orders for stock with approved suppliers
- Assist with the ordering and sourcing of replacement goods where items are out of stock
- Receipt incoming goods, including checking for discrepancies, correct temperature and weights, and reject goods where appropriate. Inspect delivery truck/van for temperature and conditions for contamination and report any concerns to Head Chef where appropriate
- Rotate incoming stock to ensure all older stock is used first; including auditing kitchen stock 'use by dates' to ensure all no out of date stock is available for consumption
- Transport goods/orders to kitchen. Unpack delivery's and store in appropriate storage locations
- Carry out any other duties as required within scope of role as directed by persons in charge.
- Comply with all food safety standards and guidelines, particularly the HACCP requirements
- Provide guidance and supervision to catering staff as required.
- Respect the privacy and rights of residents at all times.

Organisational Relationships

Reports to: Head Chef

Direct reports: Food Services staff as required

Internal Contacts: All Lyndoch staff, consumers, families

External Contacts: Members of the Public, Contractors, Suppliers

Specialist Knowledge and Skills

The following knowledge and skills are required to be utilized:

- Demonstrated knowledge and experience in the production of high quality meals to meet the expectations of Lyndoch Living customers.
- A comprehensive understanding of menu planning and costing, and implementation.

Management Skills

The following management skills are required to be utilized:

- Ability to priorities and complete tasks to an agreed time frame.
- Ability to ensure an efficient and effective utilisation of resources.
- Experience in change initiatives and a demonstrated positive attitude to organisational change.
- Ability to foster co-operation with colleagues and provide direction and leadership to others.

Interpersonal Skills

The following interpersonal skills are required to be demonstrated:

- Well-developed communication skills, both written and verbal.
- Ability to work either individually or in a team environment.
- Demonstrated understanding of Lyndoch organisational structure and established communication protocols.
- Fosters and maintains effective communication between health professionals and peers to promote and provide a holistic approach to care that focuses on individual rights and the needs of residents
- Demonstrated commitment to a strong customer focus.
- Ability to build relationships that facilitate interdisciplinary cooperation and respect.
- A flexible approach with the ability to adapt with the changing nature of innovation projects.

General

- Conduct work in line with all relevant OH&S legislation and in accordance with organisational policies and procedures
- Participate in quality activities within the work area to improve the efficiency of the Department
- Participate in relevant training to ensure continued professional development for the betterment of the organisation
- There is an expectation that the role will include direction to perform other duties that must be reasonable in relation to the employee's skills and abilities
- Comply with food safety guidelines

Agreement

I accept and agree to the duties in this Position Description. I understand that this Position Description is to be read in conjunction with the General Terms and Conditions of Employment and I agreed to abide by terms and conditions stipulated therein.

Name (Please print)	
Signature	Date

Authorised by: Director of Innovation & Organisational Development

Date: July 2020