

# Position Description



General Information	
<b>Position title</b>	Chef
<b>Enterprise Agreement / Modern Award</b>	Health and Allied Services, Managers and Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2025
<b>Classification</b>	As per EBA
<b>Status</b>	As per Contract of Employment
<b>Qualifications</b>	Trade Advanced Certificate or Associate Diploma level and/or relevant experience in commercial cookery essential
<b>Primary Location</b>	Warrnambool and Terang – This position may be required to work across organisational areas and locations dependent on operational requirements.
<b>Reports to</b>	Dining Services Manager
<b>Direct Reports</b>	None
<b>Key Internal Contacts</b>	All Lyndoch staff, consumers (residents), families
<b>Key External Contacts</b>	Members of the Public, Contractors, Suppliers, Health Professionals
<b>Infection Control Risk</b>	Category B - Indirect patient contact
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.	
Our Values	
Our Values represent how we conduct ourselves to support a positive workplace culture and achieve our strategic direction. Our Values are Respect, Care, Trust, Safety and Inclusion.	
Position Overview	
The Chef is required to assist in coordinating catering staff with the preparation and production of quality meals for the residents and clients of Lyndoch Living and other business units as required. The Chef supports the culture of the organisation through the adoption of Lyndoch Livings values	

Key Responsibilities and Key Performance Indicators (KPIs)	
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<u>Leadership and management</u> <ul style="list-style-type: none"> <li>➤ Provide guidance and supervision to catering staff, students and domestic services assistants as required.</li> <li>➤ Prepare catering staff rosters as necessary</li> <li>➤ Assist with, and oversee the preparation, production and service of meals to ensure the final product is delivered and presented to the highest standard.</li> <li>➤ Assist with menu planning and coordination of the implementation of menu items, including the pricing of meals for departmental budgets.</li> </ul>	Establishment of Support and Growth Plan and to meet objectives and development goals as set on an annual basis by management.  Ability to follow and provide leadership in carrying out the organisation’s policies and procedures.

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<p><u>Provide excellence in consumer/customer care</u></p> <ul style="list-style-type: none"> <li>➤ Understand and respect the sensitivity and dignity required to work alongside vulnerable people within the community, particularly those within aged care.</li> <li>➤ Actively promote a culture of continuous improvement.</li> <li>➤ Always maintain confidentiality.</li> </ul>	<p>100% compliance in the participation and completion of online training modules</p> <p>Commitment and ability to carry out Lyndoch Living Values.</p>
<p><u>Ensure compliance with all relevant standards and legislation</u></p> <ul style="list-style-type: none"> <li>➤ Ensure ongoing compliance with Food Safety Plan.</li> <li>➤ Work in a safe manner and be aware of practices and policies pertaining to Occupational Health and Safety Legislation.</li> </ul>	<p>100% documentation completed and submitted to relevant body for auditing purposes.</p>

<b>Key Responsibilities and Key Performance Indicators (KPIs)</b>	
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<p><u>Quality Improvement and Risk Management</u></p> <ul style="list-style-type: none"> <li>➤ Maintain competitive degrees of cost efficiency and stock control.</li> <li>➤ Ensure special diets are prepared according to dietary guidelines and instructions from the Dietician</li> <li>➤ Respect the privacy and rights of residents at all times.</li> </ul>	<p>100% compliance with Infection Control processes</p> <p>100% of Incident Reports (Riskman) completed within 48 hours</p>
<p><u>Actively participate in professional development in order to deliver best practice</u></p> <ul style="list-style-type: none"> <li>➤ Complete annual education modules allocated by the organisation.</li> <li>➤ Participate, as directed, in the employee Support and Growth Plan.</li> <li>➤ Perform other duties that must be reasonable in relation to the employee's skills and abilities</li> </ul>	<p>100% of education modules completed annually</p> <p>Support and Growth Plan in place</p> <p>Completion and review of support and growth plans for all direct reports</p>
<p><u>Occupational Health &amp; Safety</u></p> <ul style="list-style-type: none"> <li>➤ Follow Lyndoch Living's Health and safety polices, procedure, workplace instructions and conduct of conduct</li> <li>➤ Take reasonable care for your own health and safety and for the health and safety of anyone else that may be affected by your actions or omissions, whilst at work</li> <li>➤ Co-operate with your Manager/Supervisor in respect to actions taken by Lyndoch Living to comply with the requirements to provide a workplace that is safe and without risks to health</li> </ul>	<p>Zero workplace injuries</p> <p>100% compliance with PPE requirements</p>

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<ul style="list-style-type: none"> <li>➤ Correctly wear and maintain items of personal protective clothing and equipment that are provided</li> <li>➤ Immediately report any incidents within the workplace to your Manager/Supervision</li> <li>➤ Be familiar with and follow emergency procedures and directions</li> <li>➤ Participate in health and safety training programs as required</li> </ul>	
<p><u>Organisational Values</u></p> <ul style="list-style-type: none"> <li>➤ All employees are expected to work in accordance with the organisational Values (Respect, Care, Trust, Safety, Inclusion)</li> <li>➤ Contribute to creating a culture that values the contributions of employees, consumers and other stakeholders</li> <li>➤ Role model the organisational Values</li> </ul>	<p>Resident satisfaction survey results</p> <p>Employee Engagement Survey Results</p>

Key Selection Criteria		
Qualifications	➤ Trade Advanced Certificate or Associate Diploma level	Essential
Previous experience	➤ Relevant experience in commercial cookery	Desirable
Skills and knowledge	➤ Demonstrated knowledge and experience in the production of high quality meals to meet the expectations of Lyndoch Living customers.	Essential
	➤ A comprehensive understanding of menu planning and costing, and implementation.	Essential
	➤ Possess administrative skills and problem solving abilities	Essential
	➤ Ability to work either individually or in a team environment.	Essential
	➤ Ability to build relationships that facilitate interdisciplinary	Essential
	➤ 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	Essential
	➤ Well-developed communication skills, both written and verbal.	Essential

Agreement
<p>This position description is designed to reflect the inherent requirements and expectations of this position. The information and statements in this position description are intended to reflect a general overview of the responsibilities and not to be interpreted as being all-inclusive. Appointment to this position is conditional upon the successful candidate being fully able to perform the inherent requirements of this position.</p> <p>Section 41 of the <i>Workplace Injury Rehabilitation and Compensation Act</i> (as amended), requires disclosure to your employer of any pre-existing injuries or disease that you have suffered, or existing injuries or disease that you continue to suffer of, which you are aware and could reasonably be expected to foresee, and could be affected by the nature of the proposed employment referred to above.</p> <p>In relation to workers compensation, I understand that I may be ineligible to apply for WorkCover for any, reoccurrence, exacerbation, deterioration or aggravation to a pre-existing injury or disease.</p>

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I acknowledge that failure to disclose the information or provide false and misleading information may dis-entitle me to compensation, pursuant to the *Workplace Injury Rehabilitation and Compensation Act 2013* (WorkCover) should I suffer any reoccurrence, aggravation, acerbation, exacerbation or deterioration of a pre-existing injury, illness or disease arising from employment with Lyndoch Living.

I have read and understood the requirements and expectations outlined in this Position Description. I agree I have the physical and cognitive ability to fulfil the inherent requirements of the position and accept my role in fulfilling the requirements and expectations of this position.

Name (Please print):

Signature:

Date:

### Authorisation

Authorised by (position title): Chief Financial Officer

Review and authorisation date: May 2023