

YASS VALLEY AGED CARE JOB DESCRIPTION



POSITION: COOK

RESPONSIBLE TO: The Chief Executive Officer (CEO) through the RN in charge

HOURS: 0630 – 1330 as rostered

RESPONSIBILITIES:

- To follow all procedures as per the Yass Valley Aged Care Food Safety Program (developed in compliance with the NSW Food Authority Guidelines for food service to vulnerable persons).

DUTIES:

- Preparing, cooking and serving of meals as per a menu assessed as suitable for the elderly and frail residents and clients of Yass Valley Aged Care Ltd (YVAC).
- Preparing and serving of pureed / textured meals to be served as separate food items.
- Presenting food in an attractive manner; served at the correct time; and temperature as per the YVAC Food Safety Program.
- Being aware of resident's food preferences and to provide an alternative as per the menu when requested.
- Ensuring food safety procedures for hot-holding and cooling are followed; temperatures are monitored and recorded to ensure kept within the critical limits.
- Ensuring daily, weekly and monthly cleaning schedules are followed and documented.
- Working within a budget.
- Ordering; accepting deliveries; and storing of food as per YVAC procedures.

QUALIFICATIONS:

Essential: Experience as a Cook
Empathy with, and respect for, older and disabled persons
Ability to work in a busy team environment
Ability to comply with Organisational Policies and Procedures

Preferred: Recognised Food Handling Certificate
Knowledge and experience in the cooking and presentation of the dietary requirements for older and disabled persons

WORK HEALTH AND SAFETY (WHS) RESPONSIBILITIES:

- To have a duty to take all the care for which they are capable of for their own health and safety and others affected by their actions at work.
- To comply with safety procedures and directions agreed to between management and employees.

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- To not willingly interfere with or misuse items of facilities provided for employees in the interest of their health, safety and welfare.
- To agree with and acknowledge procedures for accident and incident reporting; Mandatory reporting requirements; and to report potential or actual workplace hazards to the elected WHS representative.

CONDITIONS OF EMPLOYMENT:

HOURS OF DUTY: By mutual agreement

WAGES: Paid fortnightly by direct transfer to an account nominated by the employee

UNIFORMS: A uniform allowance is paid as provided for in the EBA. Uniform and name badge can be arranged through the office and must be worn.

All staff are required to be familiar with and embrace the Mission and Vision Statement of Yass Valley Aged Care, to be committed to the ideals of Continuous Improvement (CI) and be prepared to actively participate in our CI program.

It is also a requirement that all staff be familiar with the content of the Policy and Procedure Manuals and attend Mandatory fire lectures and other lectures deemed to be Mandatory or Compulsory when arranged.

In reading and signing this Job Description, I understand and acknowledge its contents

Employee's Name

Employee's Signature

Date

Witness Name

Witness Signature

Date