

Position Description- Chef

Position Title:	Chef - Harry Café	Reports To:	Café Manager (Chef)
Supervising:	Food Services Assistants	Liaises With:	Employees, contractors, residents, and visitors
Employment Instrument:	Mayflower Health and Aged Care Employees Enterprise Agreement 2021		
Classification:	Wage Skill Group 8		

Our Vision:	Care without Compromise
Our Mission:	<i>“Mayflower with staff works as one to enhance quality of life choices in all aspects of care delivery”</i>
Our Values:	<p>Compassion We care for those in need with empathy and understanding</p> <p>Excellence We strive for quality and distinction</p> <p>Integrity We are honest, ethical, and sincere</p> <p>Respect We recognise the value, uniqueness, and dignity of every</p>

Position Purpose:	The Chef is an integral member of the Mayflower team who, under the direction of the Food Services Team Leader is responsible for the management and coordination of all food services across the facility.
Qualifications and Requirements:	<p>Mandatory</p> <ul style="list-style-type: none"> • Qualified Chef/Cook • Understanding of issues related to WH&S including infection control, manual handling and hazard identification; • Provide quality services in a manner that maintains and enhances the independence of residents and maximises their lifestyle options; • Meet and maintain all requirements of the Food Safety Plan (FSP) for Mayflower; • Ensure all residents are provided with a safe, secure, and friendly environment where individual choice and decision making are encouraged; and • Certificate IV in Commercial Cookery or Hospitality Management • Police Check • Up to Date Covid Vaccination <p>Desirable</p> <ul style="list-style-type: none"> • Knowledge in accreditation process • Good written and oral communication skills
Key Selection Criteria	
Essential	
<ul style="list-style-type: none"> • Follow directives in accordance to Food Safety Plan • Experience in an Aged Care environment • Ability to work as part of a team • Demonstrable experience and understanding of Aged Care Accreditation, Continuous Quality Improvement and WH&S • Staff management, including conflict resolution 	

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- Communication skills, both written and verbal
- Experience in the management of complaints and timely resolution of same

Responsibilities/Duties	
Quality Service	<ul style="list-style-type: none"> • Ensure confidentiality is maintained at all times; • Perform cleaning and other duties as per the cleaning schedule and as directed; • Prepare and provide nutritious meals, snacks and fluids for residents; • Ensure menus provided, distributed, regularly reviewed according to seasonal fare and approved by a dietitian. • Ensure the dining room is prepared for resident meals including setting and clearing the table, washing, drying and putting away cutlery and crockery, replenishing stock items as directed, maintaining the kitchen equipment and meal distribution; • Minimise and report breakages and replacement of crockery and cutlery; • Ensure adequate stock items are available at all times; • Maintain resident pantries with stock items; • Ensure all catering and cleaning documentation is completed and reviewed on a regular basis; • Maintain the laundry and process items as per Mayflower guidelines; • Observe and report changes in resident's behaviour or physical condition; • Report any maintenance issues arising in the maintenance system; • Other duties as directed by the Food Services Team Leader • Prepare and cook food in accordance with incoming orders, ensuring consistency, quality and timely service
Reporting and Documentation	<ul style="list-style-type: none"> • Report to the relevant supervisor on any changes in resident behavior, condition or care needs that are observed. • Log any maintenance concerns or request in a timely and accurate manner.
Communication	<ul style="list-style-type: none"> • Advise team members of updates to awards and policies • Excellent customer service and interpersonal skills with the ability to build rapport
Compliance	<ul style="list-style-type: none"> • Comply with Mayflower's policies and procedures; • Follow directives of Food Services Team Leader and Managers; • Act in accordance with Mayflower values; • Be aware of relevant legislative standards and guidelines;
Skills and competencies	<ul style="list-style-type: none"> • Remain aware of relevant legislative standards and guidelines. • Participate in meetings and in-service training sessions. • Pursue ongoing development and contribute to continuous improvement.
Work Health Safety	<ul style="list-style-type: none"> • Comply with the OHS Act 2004 • Take reasonable care to ensure your own safety, not place others at risk by any act or omission, follow safe work practices and procedures, use and care for equipment as instructed, not wilfully and recklessly interfere with safety equipment, report hazards and injuries, and cooperate with Mayflower to meet OHS obligations.



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Key Performance Indicators
<ul style="list-style-type: none">• High level of stakeholder satisfaction-residents, family representatives;• Mayflower Reservoir catering budget parameters achieved or exceeded; and• Compliance with Aged Care Accreditation and legislative requirements

I have read, understood, and accept the above position description.

Employee Signature

Signature: <#=@Model.EmployeeSignature.Signature#>
<#=@Model.EmployeeSignature.Date#>

Date:

Employee Name: <#=@Model.Employee.NameFirst#> <#=@Model.Employee.NameFamily#>

Signed on behalf of Mayflower

<#=@Model.EmployerSignature.Signature#>
<#=@Model.EmployerSignature.Date#>

Date:

Kate Stobart
Executive Director, People and Culture