



Position Description

Second Cook / Food Services Assistant

Position Summary	The Second Cook / Food Services Assistant is responsible for performing skilled work involved with the operation of a kitchen /dining area. Work involves the preparation and cooking of meals, and providing high quality catering services that meet the nutritional and hydration needs, special requirements and preferences of the residents; delivered within the approved Food Safety Program and in compliance to all regulations, legislation and health and hygiene standards.
Qualifications & Experience Required	<p>Essential</p> <ul style="list-style-type: none"> • Food Handling Certificate • Experience in kitchen work • Experience with Infection Control Standards • Good communication <p>Desirable</p> <ul style="list-style-type: none"> • Certificate III in Hospitality Commercial Cookery • Experience in Food Safety Program • Knowledge of chemical handling and SDS
Hours of Duty	As per fourteen-day roster – Varied Shifts.
Conditions of Employment / Award Classification	Cooinda Village Aged Care Enterprise Agreement 2019
Performance Appraisal	Initial review at 6 months, there after annual or earlier as required
Authority for Appointment	Chief Executive Officer
Reports and is accountable to	Catering Supervisor



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Key Results Required	<p>Required to:</p> <ul style="list-style-type: none"> • Demonstrate a high standard of personal appearance and conduct. This means clean, tidy, punctual and respectful language and manner towards residents, visitor and other staff members. • Maintain work area in a clean tidy condition to ensure safe food handling techniques are in place. • Participate in organisational problem solving processes to resolve OH&S issues. • Report any equipment or situations that may lead to unsafe work practises. • Attend all mandatory training and education as per policies and procedures. • Maintain and understand textured modified diets and thickened fluids. • Ensure annual training objectives are completed. • Prepare, serve and present food in accordance with Food Safety Program. • Assist in monitoring, recording and communicating changes in resident dietary needs. • Assist in monitoring the Food Safety Program. • Maintain knowledge and understanding of food contamination and spoilage. • Assist with stock rotation. • Participate in and assist with audit processes related to food services. • Be committed to and demonstrate an understanding of aged care accreditation standards. • Complete improvement forms when there is an identified need to improve and contribute to quality activities.
Statement of Accountability	<ul style="list-style-type: none"> • Report any changes in a resident's appetite or diet requests to the senior duty cook and Clinical Care Manager via the Ecase documentation system. • Prepare meals that caters for the personal preferences, cultural differences, changing preparation of meals according to the seasonal menu as required by the Senior Cook. • Assist the Cook in daily duties as required. • Prepare breakfast trays as required. • Complete and assist with moulded meals for special diets. • Prepare meals for, special events or functions as determined by management and request forms allocated by Senior Cook • Prepare drinks and special fluids as necessary for individual residents. • Prepare meals trays/tables with consideration for the resident's individual needs and dignity.



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- Assist with meal plating, ensuring the presentation, quality and temperature of food served is appropriate for the resident's dietary requirements.
- Assist with the delivery of meals and the collection and dismantling of meal trolleys and trays.
- Participate in kitchen cleaning work, such as washing and cleaning equipment.
- Assist in other areas of food preparation as required.
- Clear and prepare dishes and cutlery ready for the dishwasher.
- Report any machinery breakdown to Cook supervisor or Building Services Manager.
- Ensure all tasks and duty lists are signed off at the end of each shift.
- Work in accordance with Cooinda Management Policies and Procedures.
- In all circumstances consideration to be given to relevant accreditation standards and Cooinda Village continuous improvement and quality plans.
- Ability to comprehend, carry out and relay multiple verbal and written instructions
- Apply mental and visual effort with attention to detail
- Demonstrate ability to appropriately plan work procedures and implement them in a timely manner and complete required tasks by the end of shift / day.
- Be available to cover other staff sick leave and holidays as required.
- Focus on the job while working.
- Demonstrates the ability to maintain a high standard of privacy, dignity and confidentiality to all residents and staff.
- Demonstrate ability to complete tasks by end of shift/day.
- Work in collaboration with all staff as a team member.
- Have knowledge of Food Safety Program and work within these guidelines.



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Physical Requirements of the Position

These requirements are needed to carry out the essential elements of the position, as outlined in this position description.

The following frequency descriptions relate to a normal working day:

Continuous = 75% to 100%

Frequent = 25% to 75%

Infrequent = 0% to 25 %

CONTINUOUS

Standing and Walking

- Major components of the position.
- Required for movement around the facility.
- Requires the ability to use both legs on a variety of surfaces.

Balancing

- Required to maintain body equilibrium to prevent falling when walking, standing, crouching and/or lifting whilst carrying out role requirements.

Lifting and Carrying

- Required in the movement of objects around the facility, including movement from lower to higher and/or horizontally and/or place to place. Requires the full use of both arms and hands.

Reaching and Stretching

- Required in the movement of objects around the facility.

Grasping and Finger Movement

- The ability to pinch, pick, grasp, type and hold objects is required.
- Ability to conduct repetitive motions with hands, wrists and fingers.

Handling and Feeling

- Finger dexterity and hand-eye coordination along with full hand and wrist movement.
- Ability to perceive attributes of objects by touching with skin, particularly that of the fingertips.

Talking

- Excellent understanding of the English language is required.
- Ability to communicate effectively.

Hearing

- Ability to maintain hearing acuity with correction if required and the ability to hear and understand whispered conversations at a distance of up to one (1) metre.



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- Ability to interpret what is heard.

Vision

- Ability to maintain 20/20 vision using correction if required.
- Ability to see and recognise objects and read documents.
- Ability to discriminate between colours and to determine depth perception.

Smelling

- Ability to distinguish odours and identify hazards.

FREQUENT

Climbing

- Required when ascending or descending stairs or ladders. Requires body agility, including the ability to utilise both legs and feet and/or hands and arms.

Pushing and Pulling

- Required to draw, drag, push or tug objects around the facility including, but not limited to, wheelchairs, recreational aids and trolleys.

Bending and Crouching

- Bending at waist level whilst carrying out role requirements.
- Ability to crouch to floor level when required.

Twisting

- May be required in carrying out role requirements and in the movement of objects in the facility. The ability to reach in all directions and to twist at the waist is required.

Repetitive Motions

- Repetitive motions of the wrists, hands or fingers may be required in carrying out role requirements.



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	<p>INFREQUENT</p> <p>Kneeling</p> <ul style="list-style-type: none">• May be required when carrying out role requirements.
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Employee Signature: _____ Date: _____

Reviewed: January 2020