



Cook

Casual

May 2019

1. Information for Applicants
2. Position Description
3. Employment Application Form
4. Organisational Structure



INFORMATION FOR APPLICANTS

Cook

1. Please provide a current **Resume** and prepare a **Cover Letter**. Applicants are also required to address each of the descriptors under the “**Required Education, Training, Knowledge and Experience**” section of the Position Description provided. Examples and descriptions of how you are able to meet these requirements must be provided.
2. Attach your most recent Resume. Please complete the **Employment Application Form & Pre-Existing Injury Declaration** and forward with your application.
3. Offers of employment will be conditional on relevant organisational pre-employment screening approvals including a **Nationally Co-ordinated Criminal History Report** and current **Victorian Employee Working with Children Check (where applicable)**.
4. All prospective employees are required to complete a **Staff Immunisation Pre-employment Questionnaire** and provide documented evidence where requested and must be willing to participate in Otway Health’s annual immunisation program as per Otway Health’s Workplace Immunisation Policy.
5. Your salary and allowances will be paid in accordance with the *Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Workers) Single Interest Enterprise Agreement 2016 – 2020*.
6. Hours of work are casual on an as needs basis as mutually agreed.
7. Otway Health will pay superannuation in accordance with the *Superannuation Guarantee (Administration) Act 1992* to a nominated Superannuation fund.
8. Otway Health provides equal opportunity and fair and equitable treatment in employment to all people without regard to race (including ethnic origin and nationality), colour, religion, gender, age, disability, political affiliation, marital status, actual or assumed physical, intellectual or psychological impairment, family or carer’s responsibilities, sex (including pregnancy and marital responsibilities) sexual orientation.
9. Attach copies of relevant qualifications and Registration Certificates (if applicable) to your application.
10. The names of two professional referees are required including, if possible, your supervisor if you are currently working or a previous supervisor if you are not currently working.
11. For further information contact Catering Officer, Toni Rooke trooke@swarh.vic.gov.au or alternatively contact HR Co-ordinator, Georgina Harrison glharrison@swarh.vic.gov.au
12. Applications close **5.00pm Monday 13th May 2019**.
13. Address applications to
Georgina Harrison
Human Resources Co-ordinator
glharrison@swarh.vic.gov.au or PO Box 84, Apollo Bay VIC 3233.

Otway Health is a child safe and equal opportunity employer



Otway Health will be an innovative, responsive and highly professional organisation that adapts to the diverse changing health needs of the community.

Position Description

Cook

JOB TITLE

Position	Cook
Classification	Other Cook – GS5
Award	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Workers) Single Interest Enterprise Agreement 2016 2020.
Performance Appraisal	Initial review at three (3) months, then annually with Catering Officer between April and June each calendar year.

OTWAY HEALTH

Otway Health is a Multi-Purpose Service (MPS) located at Apollo Bay on the Great Ocean Road in South West Victoria. The MPS is a joint Commonwealth and State Government initiative for isolated areas. This model concept draws together appropriate health and community services within the one organisation. The aim of Otway Health is to provide an integrated health service consisting of community and allied services, primary care, in-home support services, adult education, neighbourhood house, flexible aged care residential places, a small acute unit and an Urgent Care Unit for emergencies.

MISSION

To enable people in our region to optimise their wellbeing through providing access to health and community services.

VALUES and BEHAVIOURS

- ❖ **Professional:** We deliver excellent, confidential, reliable and safe services to the community with integrity.
- ❖ **Compassionate:** We deliver person centred care and are welcoming and equitable to all people engaging with the service.
- ❖ **Responsive:** We are dynamic, innovative and adaptable in responding to changing health and social environments.
- ❖ **Accountable:** Our actions are trustworthy, principled and transparent.
- ❖ **Respectful:** We are consultative; providing a non-judgemental, accepting environment where needs are acknowledged and considered.

POSITION BACKGROUND

The Cook will work to;

- continually improve the high standards of all meals and refreshments at Otway Health in line with recommended guidelines.
- prepare all meals and refreshments for patients, residents, clients, staff and visitors as determined by the chef.



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KEY RESPONSIBILITIES

RESPONSIBILITY AREA 1: **Organisational Responsibilities**

ROLE SPECIFIC TASKS	MEASURES
Organisation Culture	<ul style="list-style-type: none"> To understand and adopt OH values in all areas of responsibility with attention to consumer focus, teamwork and community orientation.
Occupational Health and Safety	<ul style="list-style-type: none"> Proactively take responsibility for your own health and safety and for the health and safety of anyone else who may be affected by our acts or omissions in the workplace. Understand and proactively work within Occupational Health and Safety Acts, regulations and codes of practice.
Risk Management	<ul style="list-style-type: none"> Ensure effective and timely risk identification, assessment, control and issue resolution processes are maintained.
Management and Control	<ul style="list-style-type: none"> Ensure all activities are within the approved policies, legal and ethical framework of the organisation. Understand and take responsibility to work within the delegations of authority.
Quality Management	<ul style="list-style-type: none"> Ensure all services are provided within a quality and risk management framework, with demonstrated outcomes. Understand the quality standards and accreditation requirements relevant to the role and ensure systems and processes are consistent.
Professional Development	<ul style="list-style-type: none"> Ensure skills are up to date and in accordance with best practice guidelines. Keep up to date with changes in Policies and Procedures. Ensure all mandatory LMS training is undertaken within all required timeframes.
Child Safe	<ul style="list-style-type: none"> Demonstrate an understanding of Child Safe Standards and appropriate behaviours and actions according to the do's and don'ts of the Otway Health Child Safe – Code of Conduct.
National Police Check	<ul style="list-style-type: none"> A current National Police Check is required for Otway Health Employees.
General Statement of Duties	<ul style="list-style-type: none"> Perform the inherent responsibilities of the position and other related duties as directed and assigned to you, having regard to your skills, qualifications, training and experience, to contribute to meeting client and community needs and program requirements.

RESPONSIBILITY AREA 2: **Clinical Practice / Professional Practice**

Otway Health strives to deliver the highest level of care possible. To enable this to occur, all personnel need to develop and maintain appropriate professional behaviours in all areas of practice. This covers both clinical and non-clinical workplaces, and is the physical manifestation of the Otway Health values.

Clinical –

ROLE SPECIFIC TASKS	MEASURES
<ul style="list-style-type: none"> 	Not Applicable



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Professional –

ROLE SPECIFIC TASKS	MEASURES
<ul style="list-style-type: none"> ▪ Assists the Catering Officer by ordering food products ensuring fresh ingredients are used whenever possible, ensuring orders are prepared for food supplies and equipment, checking orders against deliveries to ensure all ordered amounts are received, and ensuring all purchases are strictly within the financial constraints of the approved budget for the Food Services section. ▪ Prepares food in accordance with the agreed menu and other catering arrangements, ensures food is cooked and presented in an appetizing and palatable form, implements work plans and duties in the kitchen as rostered, sets trays and delivers meals as required, and delivers and serves meals to the Flexible Aged Care residential clients. ▪ Ensures the safe handling and storage of food, works within the Food Safety plan as approved by the Municipal Council ensures the food preparation and serving areas and all equipment is maintained in accordance with the Cleaning Schedule (including vents, oven shelves, trolleys, trays, cupboards, floors, refrigerators/cool rooms and all food storage areas, and cleans and washes all crockery, cutlery and tableware. 	<ul style="list-style-type: none"> ▪ Purchases are within financial budget ▪ Food served is appropriate for all clients ▪ Prepares and cooks meals in accordance with the Work Plan ▪ Works in accordance with the Food Safety plan ▪ Competency Assessment in Safe Food handling is completed annually.

RESPONSIBILITY AREA 3: Information Management (inc Communication & Documentation)

Otway Health understands the need for effective communication and rigorous documentation in the delivery of health care. How we manage information within the organisation is crucial for our customers trust, our reputation in the wider community and how they perceive Otway Health.

ROLE SPECIFIC TASKS	MEASURES
▪	▪

SCOPE OF PRACTICE

The Cook will be limited to:

- Tasks and duties as directed by the Catering Officer.

ORGANISATION CHART

Reports to: Catering Officer

Supervises: Kitchen Assistant

External Liaisons: Food Suppliers, Volunteers

Internal Liaisons: All Otway Health staff



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REQUIRED EDUCATION, TRAINING, KNOWLEDGE AND EXPERIENCE

1. Essential Education/Experience:
 - Food Handlers Certificate or willing to obtain
 - Cook experience (preferred)

2. Essential Requirements:
 - **Knowledge:**
 - Food preparation for large numbers of people (Bulk Food preparation)
 - **Skills:**
 - Ability present the food served in an appetising manner for clients of various ages.
 - Ability to explain information and listen to feedback.

 - **Personal Attributes:**
 - Respects client's rights to privacy and dignity when communicating verbally.
 - Respects client's right to choice and decision making
 - Enjoys working with older clients
 - Co-operates and works well with others in pursuit of team goals; collaborates and shares information; shows consideration and concern; respect for other's feelings and ideas; accommodates and works well with different working style of others; encourages resolution conflict within a group.

PERFORMANCE STANDARDS

Evidence of completion of competencies relating to your current role.

AGREEMENT

Pre-Existing Injury

Prior to any person being appointed to this position, it will be required that they disclose full details of any pre-existing injuries or disease that might be affected by employment in this position.

Position Description Approved _____ Date _____
Manager/Director Signature

Position

I acknowledge and accept that this position description represents the duties, responsibilities and accountabilities that are expected of me in my employment in the position.

Employee Signature

Date _____

Employee Name (please print)



Employment Application Form

APPLICANT SECTION

Position applied for: _____

Personal details

Given name: _____

Family name: _____

Preferred name: _____

Address: _____

Telephone

Daytime: _____

Mobile: _____

Email: _____

Current qualifications

Qualification title	Institution/training provider	Year completed

Are you currently undertaking study/training?
(tick one)

Yes

No

If yes, course/program name: _____

(tick one)

Full time

Part time

Distance

Other

Previous Employment (most recent first)

Employer name/ establishment	Dates from/to	Position held

Reference Checks

Please provide details of three people who can speak on your behalf regarding your work history. *(Reference checks will be conducted legally in an ethical manner and all information derived will remain confidential.)*

Name	Contact No.	Position held/working relationship (eg supervisor)	Office use check initial/date

When will you be available for work?

Declaration

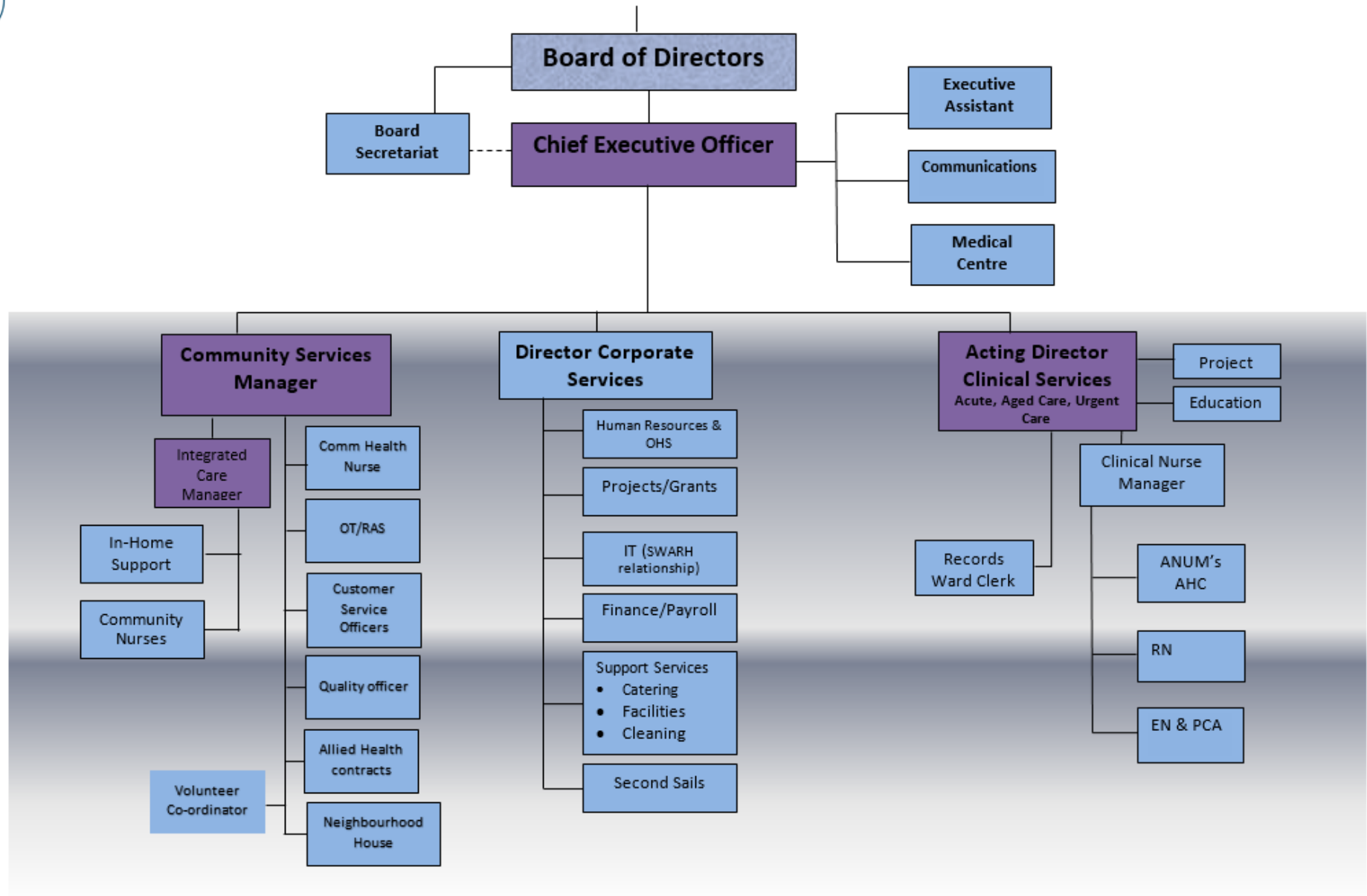
I declare that, to the best of my knowledge, the information given is true and correct. I understand that inaccurate, misleading or untrue statements or knowingly withheld information may result in termination of employment with this organisation. I understand that this application does not constitute an offer of employment. I understand that a Nationally Co-ordinated Criminal History Report and Working with Children Check will be required.

Signed: _____

Date: _____



OTWAY HEALTH ORGANISATIONAL STRUCTURE



Tabled
May 2018

