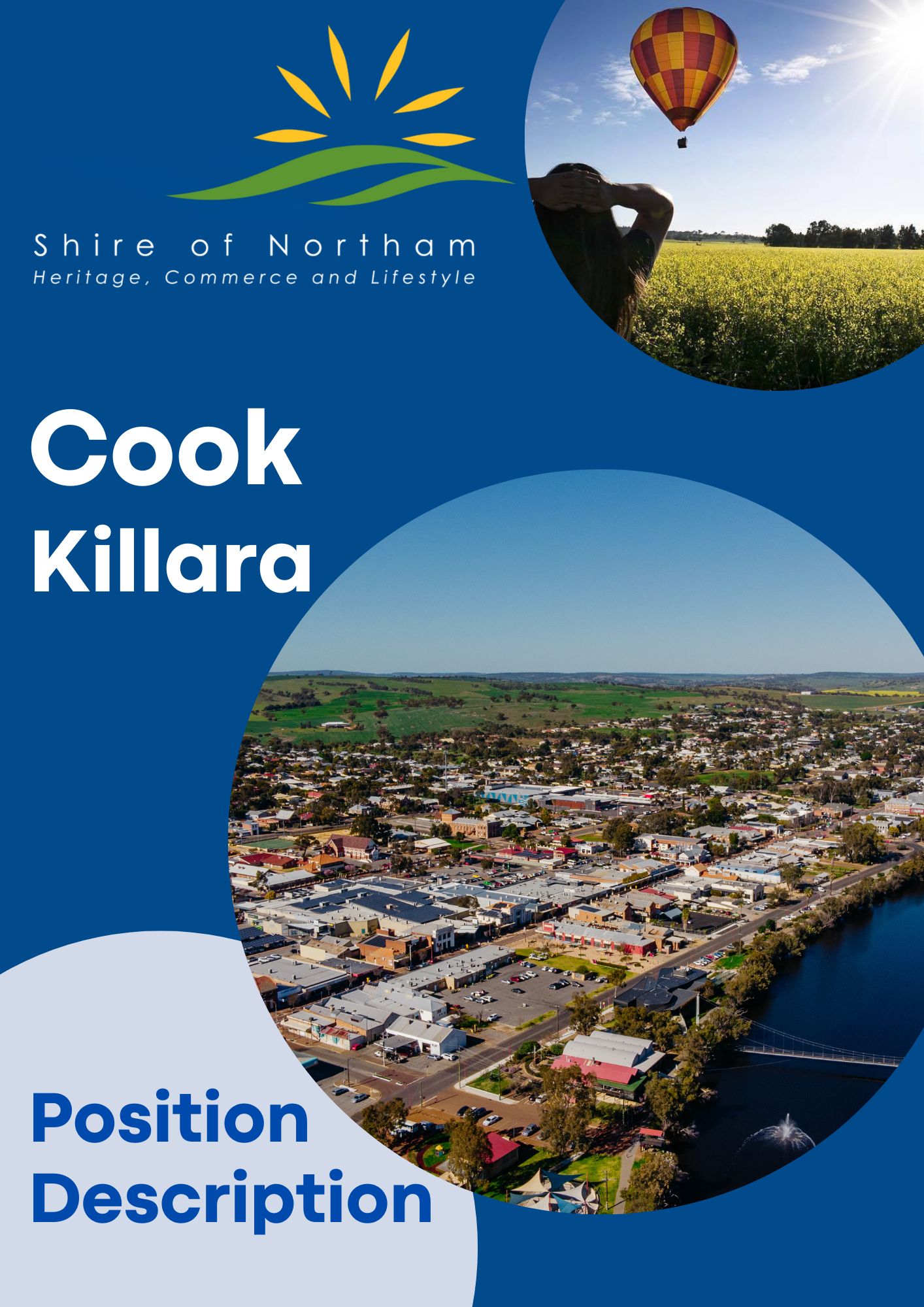
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**Cook - Killara**

***Position Summary***

**Department:** Community Services

**Job Title:** Cook

**Reports to:** Killara Coordinator and/or Killara Manager

**Objective:** This positionplays a crucial role in preparing and serving nutritious meals to our consumers. This position involves working under the guidance of the Co-ordinator and/or Killara Manager to ensure that all meals meet dietary requirements and quality standards. The cook will assist in meal preparation, cooking, plating, and kitchen cleanliness, contributing to a pleasant dining experience for consumers.

**Work Location:** Killara Adult Day and Respite Centre

**Award/Level:** Local Government Industry Award 2020, Level 5/1

**Date Revised:** July 2024

**Responsibilities and Duties**

* **Meal Preparation:**
  + Preparation and cooking of meals according to the consumers dietary requirements.
  + Menu planning.
  + Prepare ingredients by washing, peeling, chopping, and slicing vegetables, fruits, and other food items.
  + Follow recipes and portion control guidelines to ensure consistency and quality.
* **Cooking and Plating:**
  + Cook meals using various methods such as baking, grilling, boiling, and frying.
  + Ensure that meals are cooked to the correct temperature and are visually appealing.
  + Plate and garnish meals attractively for service.
* **Kitchen Operations:**
  + Maintain a clean and organised work area, including the kitchen, storage, and dining areas.
  + Follow proper food handling, sanitation, and safety procedures at all times.
  + Assist with inventory management, including receiving, storing, and rotating stock.
  + Maintain and update Food Safety Plan as required.
  + Ensure all documentation is completed in a timely manner.
  + Liaise with internal and external auditors as required.
  + Ordering of stock either online or in store as required.
* **Resident Interaction:**
  + Interact with consumers in a friendly and courteous manner, ensuring consumer feedback and requests are responded to with a positive attitude.
* **Team Collaboration:**
  + Work collaboratively with the care team to ensure efficient meal service.
  + Communicate effectively with other staff members to coordinate meal preparation and service.
  + Carry out other duties as required by Management
  + Dietary needs and preferences are met.

**Organisational**

* Embrace, support and participate in change to assist in achieving the Shire’s goals and objectives.
* The ability to maintain strict confidentiality is an essential requirement of all employees of the Shire.
* Actively participate in the ongoing development, compliance and promotion of professional customer service standards.
* Recommend changes or strategies which promote a ‘Continual Improvement’ and ‘Best Practice’ approach to service delivery.
* Promote, maintain, and improve the working environment and practices to ensure compliance with Industrial Awards, Work Health and Safety, Diversity Equal Employment Opportunities (EEO) legislation and Council’s Policies and Procedures.

**Work Health and Safety, Employee Requirements**

Employees are responsible and accountable for:

* Complying with workplace procedures for risk identification, risk assessment and risk control
* Participation in activities associated with the management of workplace health & safety.
* Identification and reporting of health and safety risks, accidents, incidents, injuries, property damage and mishaps at the workplace
* Correct utilization of appropriate personal protective equipment
* Promote, maintain, and improve the working environment and practices to ensure compliance with Industrial Awards, Workplace Health & Safety, EEO legislation and Council’s Policies and Procedures
* Ensure that safety inspections are carried out at all events, and that events are conducted in line with relevant risk management plans and guidelines.

|  |  |  |
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| **POSITION REQUIREMENTS** |  |  |
| **Documents** | **Essential** | **Desirable** |
| * Hold a current C Class drivers licence | A black check mark on a white background  Description automatically generated |  |
| * Provision of a current National Police Clearance | A black check mark on a white background  Description automatically generated |  |
| * Food Handler’s Certificate or willingness to obtain upon appointment. | A black check mark on a white background  Description automatically generated |  |
| * Food Allergen Certificate or willingness to obtain upon appointment. | A black check mark on a white background  Description automatically generated |  |
| * Food Safety Supervisor Certificate is an asset |  | A black check mark on a white background  Description automatically generated |
| * First Aid and CPR is an asset |  | A black check mark on a white background  Description automatically generated |
|  |  |  |
| **Skills and Abilities** |  |  |
| * Previous experience in a kitchen or food service environment is preferred. |  | A black check mark on a white background  Description automatically generated |
| * Basic knowledge of food preparation and cooking techniques. | A black check mark on a white background  Description automatically generated |  |
| * Ability to follow recipes and instructions accordingly. | A black check mark on a white background  Description automatically generated |  |
| * Good organisation and time management skills. | A black check mark on a white background  Description automatically generated |  |
| * Strong attention to detail and commitment to quality. | A black check mark on a white background  Description automatically generated |  |
| * Ability to work in a fast-paced environment and handle multiple tasks simultaneously. | A black check mark on a white background  Description automatically generated |  |
| * Excellent communication and interpersonal skills. | A black check mark on a white background  Description automatically generated |  |
| * Ability to follow instructions and work autonomously when required. | A black check mark on a white background  Description automatically generated |  |

**Physical Requirements**

* Ability to stand for extended periods and perform repetitive tasks.
* Manual capability to handle kitchen equipment and utensils safely.

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| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| **Task** | **Mainly** | **Frequently** | **Occasionally** | **N/A** |
| Stand | A black check mark on a white background  Description automatically generated |  |  |  |
| Walk | A black check mark on a white background  Description automatically generated |  |  |  |
| Sit |  |  | A black check mark on a white background  Description automatically generated |  |
| Handle | A black check mark on a white background  Description automatically generated |  |  |  |
| Reach | A black check mark on a white background  Description automatically generated |  |  |  |
| Climb/Balance |  |  | A black check mark on a white background  Description automatically generated |  |
| Crouch/Kneel |  |  | A black check mark on a white background  Description automatically generated |  |
| Talk/Hear | A black check mark on a white background  Description automatically generated |  |  |  |
| Taste/Smell | A black check mark on a white background  Description automatically generated |  |  |  |
|  |  |  |  |  |

**Work Environment**

* This position operates in a kitchen environment, which may include exposure to heat, steam, and noise.
* The cook may be required to work various shifts, including weekends and holidays, to ensure meal service coverage.

**Authorisation and Acknowledgement**

|  |
| --- |
| I acknowledge that I have read and understood the key objectives, duties, responsibilities and other requirements as outlined in this position description.  I understand that this position description provides general guidance regarding the purpose of the position and my responsibilities.  Furthermore, I acknowledge that this position description may be amended from time to time to reflect changes to the position or Shire requirements. |
| Employee Signature: Date: |

A picture containing text, outdoor, sky, tree

Description automatically generated