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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
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| * Provision of a current National Police Clearance
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| * Food Handler’s Certificate or willingness to obtain upon appointment.
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| * Food Allergen Certificate or willingness to obtain upon appointment.
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| * Food Safety Supervisor Certificate is an asset
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| * First Aid and CPR is an asset
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| **Skills and Abilities** |  |  |
| * Previous experience in a kitchen or food service environment is preferred.
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| * Basic knowledge of food preparation and cooking techniques.
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| * Ability to follow recipes and instructions accordingly.
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| * Good organisation and time management skills.
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| * Strong attention to detail and commitment to quality.
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| * Ability to work in a fast-paced environment and handle multiple tasks simultaneously.
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| * Excellent communication and interpersonal skills.
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| * Ability to follow instructions and work autonomously when required.
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**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 |  |  |  |
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**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**

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| 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: |

