



# Position Description

<b>Position Title:</b>	Cook - Social Support Groups	<b>Approval Date:</b>	Feb 2021
<b>Authorised By:</b>	CEO	<b>Review Date:</b>	Feb 2024

**Our Vision** People in our communities enjoy better and longer lives

**Our Role** We work in partnership with other health and wellbeing services to enhance the health of our communities in Whitehorse and Nillumbik by meeting additional needs that no one else does in the segments we service, whilst prioritising access for those who need it most and we also work with partners to address the root causes of vulnerability.

### Our Key Business Segments

- Helping people with a long term physical or mental health condition to live better
- Providing services and supports to people with disability
- Helping older people stay at home longer
- Providing integrated services and supports for children and youth
- Delivering public and private dental services
- Addressing the root causes of vulnerability

**Our People** People aspire to work with us and contribute to our business and community. We are committed to building a culture that embodies our values and is driven by providing high quality services, supports and experiences.

### POSITION OVERVIEW

<b>Job Purpose</b>	The Social Support Group (SSG) Cook is accountable for 2 course lunch within SSG Monday to Friday. To carry out all duties associated with the provision of nutritious, well presented and appropriate meals.
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• To follow the food safety plan, maintain our Class 1 registration, be involved in food audits, and record appropriately.</li> <li>• To plan and cook nutritious meals, including participants in menu choices</li> <li>• To purchase supplies (mostly online ordering) and check items against invoices</li> <li>• To be involved in daily clean up and regular maintenance involving the kitchen, with assistance of a volunteer.</li> <li>• To keep within the SSG budget</li> <li>• Be involved in theme days, or cooking demonstrations as required</li> </ul>

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	<ul style="list-style-type: none"> <li>• Other duties as required</li> </ul>	
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Cook Employed Alone (no trade qualifications)</li> <li>• Food safety handling certificate</li> <li>• Food safety supervisor certificate (or willingness to complete)</li> </ul>	
<b>Key Selection Criteria</b>		
<b>Mandatory</b>	<ul style="list-style-type: none"> <li>• Ability to be creative, flexible and innovative in the delivery of a quality social support group program Strong communication and interpersonal skills</li> <li>• Experience working well within a team setting</li> <li>• First Aid Certificate or agreement to complete</li> <li>• The ability to communicate with participants with a range of diverse needs. This may include people with dementia, isolated older people, people with disabilities</li> </ul>	
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Previous experience cooking for larger groups (maximum 21) and awareness of different dietary requirements</li> <li>• Experience working in community/public health or community based setting, specifically with older people and people with disabilities</li> <li>• Demonstrated proficient computer skills in MS Office applications (Word and Excel)</li> </ul>	
<b>KPIs/Performance Goals</b>	<ul style="list-style-type: none"> <li>• 100% compliance in qualifications, training &amp; checks</li> <li>• To be involved in regular team meetings and yearly performance appraisals</li> <li>• To achieve a very high consumer satisfaction</li> <li>• Responsibility for ongoing maintenance of a safe work environment</li> <li>• To be involved in annual food safety audits</li> <li>• To be involved in review of Social Support Groups, to meet our funding requirements and improve the program</li> </ul>	
<b>Service/Program</b>	Social Support Group Programs, Aged & Disability Services	
<b>Reports</b>	<b>Job reports to ...</b>	<b>Direct reports ...</b>
	Team Leader, Social Support Groups	Nil
<b>Award/EBA</b>	Victorian Stand-Alone Community Health Services (Health and Allied Services, Managers and Administrative Officers)	
<b>Classification</b>	Cook Employed Alone	

# Position Description

<b>Terms and Conditions</b>	<b>Status</b>	Full time <input type="checkbox"/>
		Part time <input checked="" type="checkbox"/>
		Casual <input type="checkbox"/>
		Volunteer <input type="checkbox"/>
	<b>Length of Term</b>	<u>Permanent</u>
	<b>EFT</b>	<u>0.46 EFT (17.5 hrs/5 days)</u>

## Requirements:

- A Police Record Check is required for all roles
- A Working with Children Check, other credentials and role specific requirements (such as NDIS) and checks (such as Disability Worker Exclusion Scheme checks) will be required in accordance with government funding requirements and legislation.
- All employees must provide 100 points of identification upon commencement.
- All employees must be permanent residents of Australia or hold a current, valid visa.
- A current Victorian Driver's Licence (where driving is a component of the role)
- A probationary period of 6 months applies unless otherwise stipulated.
- All employees must abide by the organisations Policies & Procedures.
- All employees may be required to work across any of the organisations sites.
- All employees are required to take reasonable care for their own health and safety and that of other employees who may be affected by their conduct.



# Position Specification

## MANAGER DECLARATION

This role reports to me and I confirm I have read and understood the Compliance Checks Procedure and that in addition to the Police Check requirements, the following requirements are required as part of ongoing employment to this role:

WWCC	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
DWES	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
NDIS	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Statutory Declaration	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Credentials/Registration	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>

Other \_\_\_\_\_

## EMPLOYEE DECLARATION

- i. I acknowledge that I have read and understood the requirements of the position as detailed above.
- ii. Do you have any pre-existing injuries or conditions that could reasonably be expected to be affected by the nature of the proposed employment?

Pre-existing injury/condition?      Yes                          No   

If yes, please provide details: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Failure to make such a disclosure, or the making of a false disclosure, will result in Sections 82(8) of The Accident Compensation Act 1985 applying. Section 82(8) of the Act provides that where a recurrence, aggravation, acceleration, exacerbation or deterioration of a pre-existing injury or disease arises out of or in the course or due to the nature of employment with a company, it will not entitle the worker to compensation.

The disclosure of information on a pre-existing injury or disease will not impact on the recruitment process in any way. Nillumbik Community Health Service Ltd is an Equal Opportunity Employer.

**Signed (employee):** \_\_\_\_\_ **Date:** \_\_\_\_\_