

1. POSITION IDENTIFICATION	
Title	Chef
Functional Area	Operations
Reports to	Catering Manager
Terms of Employment	In accordance with the Emmy Monash Nurses/Health & Allied Enterprise Agreement and any successor agreements

2. POSITION OBJECTIVE
As part of the Catering team, the Chef is responsible for delivering a quality catering service, compliant with Kashrut principles, to our residents, family members and staff on a daily basis. The Chef is responsible for the preparation, cooking and presentation of fresh, quality food for residents that meets expectations and is consistent with the planned Daily Menu, individual dietary requirements and the Food Safety Plan. The Chef must ensure that all tasks associated with food production are performed with due regard to Kosher Principles, Food Safety regulations and work, health and safety standards.

3. ROLE RESPONSIBILITIES	
Key Result Area	Performance Indicators
Prepare, cook and present food <ul style="list-style-type: none"> • Assemble and prepare ingredients • Prepare dairy, dry goods, fruit and vegetables • Prepare meat, seafood and poultry • Cook and serve menu items for food service • Portion and plate food • Establish and maintain quality control • Complete end of service requirements 	Food presented to residents is of a quality standard and consistent with planned Daily Menu and individual modified dietary requirements. All duties are finished by the end of the shift.
In consultation with Catering Manager develop seasonal menus and ensure all food prepared and served at the Home will be Kosher and in a manner consistent with the cultural backgrounds and special needs of the residents, including special meals for Jewish festivals.	Menu provides good choice and meets resident cultural requirements and special needs
Assist Catering Manager in developing, monitoring and reviewing the menu in order to meet residents' nutritional needs in consultation with the dietitian and speech pathologist.	Menu complies with resident's nutritional and dietary needs
Receive and store kitchen supplies <ul style="list-style-type: none"> • Receive delivery of supplies • Ensure supplies are stored correctly • Rotate and maintain supplies • Notify Manager when more supplies are needed 	Kitchen is well stocked, supplies are rotated and stored correctly. Supplies and stock levels are adequate for service
Clean and maintain kitchen premises <ul style="list-style-type: none"> • Ensure floors are swept and mopped • Ensure equipment is cleaned, sanitized and stored appropriately • Handle waste and linen • Ensure kitchen areas have adequate supplies to maintain standards during service 	Kitchen is clean and hygienic. Benches are clear and equipment stored and easy to locate. Kitchen is clean and orderly for the next shift.

Prepare food for café, events and functions	Food is of a consistent and high quality standard
Assist with meal service as required	Actively supports team members to provide a good food service
Mentors and coaches catering staff, providing direction and support as required	Is highly regarded senior member of the catering team
Other cooking duties as required by Manager	Complies with lawful and reasonable directions by Manager

3. GENERAL RESPONSIBILITIES	
Conduct	
Key Result Area	Performance Indicators
Role model professional behaviors at all time in adherence with Emmy Monash values, policies and procedures	Compliance with Employee Code of Conduct
Maintain privacy and confidentiality in relation to personal and health information of staff and clients	Compliance with organisational procedures in relation to privacy and confidentiality
Promote Emmy in a positive manner	Maintain a positive and professional manner at all times
Ability to work in a team environment, displaying respect and support to work colleagues	Is regarded as a valued contributor to the Emmy team
Attend training as required by Emmy Monash	100% Mandatory Training attendance
Quality / Continuous Improvement	
Key Result Area	Performance Indicators
Proactively make suggestions to improve the quality of the catering service	Makes suggestions to improve the catering service, actively contributing to team meetings and continuous improvement initiatives
Ensure the cooking of meals complies with Kashrut principles	Kashrut principles are observed in the preparation and cooking of meals
Continually looks for ways to reduce waste during ordering, storage and processing of food and minimise waste by recycling	Food Service is efficient and costs are contained via minimisation of wastage and recycling
Develop and update industry knowledge and cooking skills	Seek professional development opportunities to update, skills, knowledge and qualifications to maintain a high level of competence
Maintain high personal presentation and hygiene standards	Uniform is clean and smart
Team Work	
Key Result Area	Performance Indicators
Communicates effectively with team members, receiving and relaying information as required	Team operates effectively to deliver a good service to residents, family members and key stakeholders
Works effectively in the catering team and with other Emmy Monash colleagues	Good working relationships with Emmy staff
Communicates any changes to Food Service to manager and work colleagues promptly	Manager and team members are aware in advance of any changes to Menu or Food Service
Customer Service	
Key Result Area	Performance Indicators

Strives to exceed resident, family members and stakeholders expectations by producing good quality, nutritious food, in line with Kashrut principles	Good feedback from residents, family members and stakeholders Trust and confidence, of colleagues, customers, is gained and maintained through competent performance

Work, Health & Safety	
Key Result Area	Performance Indicators
Compliance with Occupational Health and Safety Procedures	Complies with OHS policies and procedures and follows safe food handling and infection control procedures
Ensures Personal Protective Equipment is worn where required	Wears Personal Protective Equipment
Attends compulsory emergency and safety training as required	100% attendance at compulsory training
Reports all incidents, near misses and hazards	Report all incidents and near misses immediately Identify and report all hazards
Respond to emergency situation as directed and in accordance with the Emergency Procedures Manual	Respond to emergency situation as directed and in accordance with the Emergency Procedures Manual

4. KEY SELECTION CRITERIA	
Essential	Desirable
Trade qualifications Previous experience cooking in aged care or industry experience as a Chef, cooking for large groups of people Ability to work under pressure while maintaining a positive outlook and professional manner Role models effective behaviours to team members Team player and able to work autonomously Flexible approach and attitude Good communication skills Hardworking and reliable Physically fit Police Check	Experience as a Chef in a Kosher environment Previous experience in customer service Experience in mentoring kitchen staff Good understanding of catering operations within budgetary guidelines

Appraisal: Prior to the conclusion of a 6 month probationary period, and then on an on-going basis, with a formal annual system of performance appraisal based on key performance indicators and performance objectives.

ACKNOWLEDGEMENT

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

I have read, understood and accept the above position description



Employee's Name:	
Signature:	
Date:	
Direct Manager's Name:	
Signature:	
Date:	