

Staff
Initials



Job Description: **Catering Staff**

Qualification:

Food Handling and Safety Certificates an advantage
Valid Police Check

Experience:

1. Essential:-

- Ability to cook for large numbers
- Experience to prepare different meal types to cater for the needs of Chinese Elderly
- Good customer service skills, willing to consult residents on their needs, likes and dislikes
- Good Team Player, willing to solve problems with good communicative skills
- Pleasant, courteous at all times
- Flexible work style
- Proficiency in Spoken Chinese

2. Desirable:-

- Previous experience in residential high care facilities
- Ability to carry all catering activities independently (without close supervision)
- Able to speak, read and document in English

Hours of Work:

As negotiated and rostered

Responsible to:

Director of Nursing (DON) / Department head / Line manager

Responsibilities:

1. Specific Responsibilities related to Catering:-

- 1.1 Ability to cook in large amount of different meals types to cater for special needs of Chinese elderly.
- 1.2 Ability to deliver meals on time as scheduled.
- 1.3 Able to contribute to the design of menus to provide choices for residents.
- 1.4 Ability and flexibility to meeting residents' dietary requirements to provide alternative meals within short notice.
- 1.5 Ability to undertake stock checks, ordering, and work within budgetary guidelines.
- 1.6 Ensure that all equipment and food preparation areas are scrupulously clean.
- 1.7 Accommodate initiation and imagination when catering for special functions.

Document Code & Name	Page	Author	Created / Revised Date / Version
Standard 7.5 Job Description – Catering Staff	Page 1 of 3	Reviewed by: COO	Reviewed date: 20 September 2024 V4

2. General:-

- 2.1 Ensure compliance with the mission & vision of Chinese Community Social Services Centre Limited (CCSSC) – On Luck Chinese Nursing Home.
- 2.2 Ensure compliance with statutory regulations – Food Safety Program, Aged Care Quality Standards
- 2.3 Be empathic with residents.
- 2.4 Be able to work independently (without close supervision).
- 2.5 Display a pleasant and courteous manner at all times.
- 2.6 Ensure adherence to the principles of strict confidentiality.
- 2.7 Ensure supplies of food and equipment are available and they are used economically.
- 2.8 Inform the Department head / Line manager any issues that arise with kitchen equipment, catering staff and residents.
- 2.9 Keep information about residents confidential.
- 2.10 Ensure effective working relationships and teamwork among colleagues.
- 2.11 Agrees to obey all reasonable lawful directions and instructions given by the Employer or a specific supervision.

3. Quality Assurance

- 3.1 Participate actively in the Quality Assurance Program of the Nursing Home to provide evidence based continuous improvement activities.
- 3.2 Report any relevant problems or concerns for continuous improvement to Department Head / Line manager.
- 3.3 Participate appropriate staff meetings e.g. All Staff / Catering meetings as scheduled.
- 3.4 Report any relevant issues / concerns to the Department head / Line manager.

4. Infection Control:-

- 4.1 Ensure compliance with Infection Control Standards related to the storage, preparation and serving of food.
- 4.2 Ensure strict adherence to the requirements of Food Act, and the HACCP and Food Safety Programs.
- 4.3 Adhere to the strictest of hygiene in the kitchen.
- 4.4 Practice good personal hygiene including hand washing.
- 4.5 Ensure appropriate protective equipment including gloves, hair net, shoe protectors etc. are worn properly in kitchen when needed (e.g. during food preparation and dishing up of meals).

5. Education:-

- 5.1 Attend all mandatory training sessions including Infection Control (annually); Fire Safety (annually); Chemical, Food Training and Manual Handling (annually).
- 5.2 Participate in the on-going internal and external education programs of the Nursing Home when required.

6. Occupational Health and Safety

- 6.1 Provide and maintain so far as is practicable a working environment that is safe and without risk to health.
- 6.2 Take care of your own health and safety; and the health and safety of any other person who may be affected by your acts or omissions at workplace.

Document Code & Name	Page	Author	Created / Revised Date / Version
Standard 7.5 Job Description – Catering Staff	Page 2 of 3	Reviewed by: COO	Reviewed date: 20 September 2024 V4

- 6.3 Understand responsibilities and accountabilities to yourself and others in accordance with OH&S legislation and organization policies and promote a working environment that is congruent with these guidelines.
- 6.4 Ensure that kitchen floor is always clean and dry and wears non-slippery shoes.
- 6.5 Ensure hands are dry when operating electrical appliances.
- 6.6 Ensure gas stoves and all electrical appliances are turned off before going off duty.
- 6.7 Ensure that correct lifting techniques and machinery are used when lifting heavy objects.
- 6.8 Report any faulty equipment, breakage, accident / incident and potential hazard as soon as practical.
- 6.9 Cooperate with the OH&S Coordinator on return to work policy when and where appropriate.

7. Confidentiality

Any information obtained in the course of employment is confidential and should not be used for any purpose other than the performance of the duties for which the person was employed. Staff are bound by the Information Privacy Act and the Health Record Act.

8. Equal Employment Opportunity

You agree to adhere to the Equal Employment Opportunity policies and practices of the Health Service. Discriminatory practices, including sexual harassment, are unlawful. The Health Service will not tolerate discriminatory behavior and any such conduct may lead to the invoking of the Disciplinary Policy and Procedure, which may result in termination of employment.

9. Workplace Relations

Treat all employees of the Organization with respect and dignity and without discrimination or harassment. Employ the skills of timely and effective communication with healthcare personnel to guide and achieve optimal resident/performance outcomes.

Appraisal:

Within 6 months / as per contract term, then after every 2 years performance appraisal / as deemed necessary

* Statements included in this job description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all-inclusive.

*Prior to accepting any offer of employment, prospective employee will be required to read and commit to the On Luck Chinese Nursing Home Staff Handbook & Code of Conduct, including (but not limited to) issues of Occupational Health & Safety, Equal Opportunity and Confidentiality.

I _____ have read, understood and accept the above job description.

Signed by staff

Date

Document Code & Name	Page	Author	Created / Revised Date / Version
Standard 7.5 Job Description – Catering Staff	Page 3 of 3	Reviewed by: COO	Reviewed date: 20 September 2024 V4