



## POSITION DESCRIPTION

<b>Position Title</b>	Activity Groups and Respite Cook	<b>Employee name</b>		<b>Date</b>	January 2019
<b>Location</b>	Macedon St Sunbury	<b>Service Unit</b>	Health & Wellbeing	<b>Time Fraction</b>	<b>Casual</b>

### SUNBURY COMMUNITY HEALTH

Sunbury Community Health is a not for profit company limited by guarantee and registered health promoting charity. With more than 270 staff and volunteers, the Centre provides a diverse range of health and community services, including residential aged care for Sunbury and surrounding communities. The Centre receives funding from a range of sources including Commonwealth and State governments.

Sunbury Community Health operates with a multidisciplinary team structure and staff are required to incorporate activities relating to health promotion, community consultation, early identification and intervention and individual and community capacity building within their role. Staff are expected to participate as a member of SCH team and provide services within a social model of health that recognises the effect of social, economic, cultural and political factors and conditions on health and wellbeing.

SCH is committed to improving the health of our community and being accessible to all, including people from culturally and linguistically diverse (CALD) communities, those from Aboriginal and Torres Strait Islander background, people with special needs and other socially disadvantaged groups. Sunbury Community Health is an Equal Opportunity employer.

SCHC is also the auspice organisation (official employer) of a number of semi-independent organisations, including the Hume-Whittlesea Primary Care Partnership (PCP) and Boilover – Inclusive Theatre Company.

#### **Vision**

A community whose social fabric and wellbeing is strong.

#### **Mission**

We build the social fabric of our communities through programs that help people support themselves and each other.

#### **Values**

##### **It takes a village.....to belong and grow**

Our community is stronger when everyone finds belonging. We believe there is strength and wisdom in diversity. We believe that everyone has unique abilities and something to contribute. We believe that learning and growth continues over a lifetime. Every day we strive to work with and support people at all stages of their life, to improve and expand their potential. We will be in the community, supporting community to create opportunities for all to learn, grow and belong.

##### **Passionately engaged.....with our community and each other**

We are passionately engaged with people to support each other and build community. We are enthusiastic about what others can achieve. We genuinely care. We encourage and inspire each other. We celebrate together.

##### **We do the right thing .....not just the easy thing**

We are serious about our moral and social responsibility to do the right thing. We are transparent and honest. We take responsibility for our actions. We strive to get it right, even when the right way isn't clear. We don't take short-cuts. We consider and plan our actions.

##### **We make things happen ..... we get things done**

We seek out opportunities. We ask 'why?' and 'why not'? We innovate. We learn from our successes and mistakes. We work 'hands-on' and get things done. We pitch in and go the extra mile.

<b>Position reports to</b>	Team Leader Activity Groups and Respite	<b>Reportable positions</b>	Volunteers involved in Food Handling
<b>Internal relationships</b>	Health and Wellbeing Unit All staff and volunteers and Permanent Cook	<b>External relationships</b>	Hume City Council Food Safety Inspection Authorities Coles
<b>Position Summary</b>	This position is responsible for menu planning and preparation of nutritionally balanced meals for our adult Activity Group participants. Hours are weekday mornings between 8.00 am and 1.00 pm as required		
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Hygiene for Food Handlers Certificate</li> </ul>		
<b>Police Check Required</b>	Yes	<b>Working with Children Check Required</b>	Yes
<b>Victorian Driver's Licence:</b>	Preferable	<b>Current First-Aid Level II:</b>	Ideal but not required
<b>Award / Agreement</b>	HSUA – Health & Allied	<b>Classification</b>	Second Chef – Grade D
<b>Resource Management</b>	Delegation of Authority as designated purchasing officer re Coles Card expenditure	<b>Total staff management (EFT)</b>	Nil

## COMPETENCIES REQUIRED

### Client Service Orientation

Embrace diversity and actively promote respect for all clients, staff and stakeholders, including their special dietary requirements

Professional presentation, punctuality and reliability

Actively listen and consider the formal and informal contributions and feedback of clients.

### Leadership

Ability to facilitate forums for staff and volunteers re food handling and safety in order to develop and achieve established outcomes

Support Volunteers to “Do with not do for” as per Re-ablement and Wellbeing models of care

Ability to direct volunteers to ensure all food safety requirements are met.

### Self and People Management

Ability to work as part of a team

Regularly seeks and uses feedback to identify areas for learning and improvement

### Team Work

Collaborate effectively with supervisor, peers, staff and volunteers from across SCHC to achieve individual, team and organisational objectives

### System and Process Development

Promote best practice in food safety and handling by contributing to the development of service policies and systems

### Planning & Initiative

Demonstrated capacity to research and plan menus and prepare meals in accordance with SCHC Healthy Eating Guidelines, in a consultative and cooperative manner

### Duties & Responsibilities:

The Sunbury Community Health & respite team employs a permanent part time cook across weekdays. This position is to cover annual leave as well as unexpected leave through the year. The casual Cook would be required to do or some or all of the Meal preparation.

#### Meal preparation:

- Prepare and Cook nutritious and cost effective meals and morning tea for Supported Activity Groups, a monthly carers group and a monthly activity group. Meals are required for between 10- 23 people daily.
- Adhere and plan for individual client dietary, cultural and allergy requirements.

Ordering /Shopping

3. To shop both online and at the supermarket and fruit shop for the weekly needs of all the Groups

Food safety:

4. To adhere to the administrative and practical implications of Food Safety legislation compliance for a Class 1 Premise, as they relate to purchasing, storage, equipment maintenance and cleaning within the Activity Room Kitchen. To be a role model and source of expert advice re safe food handling practices within the unit.

Other:

5. To prepare food occasionally for agreed additional centre programs in negotiation with Team Leader re availability.  
6. Engage in ongoing professional development activities and attend 'All Staff' meetings where practical  
7. Other duties as directed by Activity Groups and Respite Team Leader and Unit Manager.

KEY SELECTION CRITERIA	
<b>Essential</b>	<ol style="list-style-type: none"><li>1. Food Handling Certification</li><li>2. Experience as a cook or chef in a community setting</li><li>3. Skilled with Microsoft office, email and on-line ordering processes</li><li>4. Ability to time manage a range of tasks in the set hours.</li></ol>
<b>Highly Desirable</b>	<ol style="list-style-type: none"><li>5. Nationally Recognised Training in Diploma of Food Safety Quality Assurance Management.</li><li>6. Experience as cook in a community health setting, childcare or residential aged care</li><li>7. Certificate 3 in Aged Care or Disability.</li></ol>

**VARIATIONS TO CONDITIONS OF EMPLOYMENT:**

These conditions of employment, your duties and your location may be varied during the term of your employment

**AGREEMENT:**

I hereby accept and agree to the duties in the Position Description. I understand that this Position Description is to be read in conjunction with my Letter of Appointment and agree to abide by the terms and conditions stipulated therein.

**Name** (please print):

**Signature:**  
(Incumbent)

**Date:**

**Signature:**

Health and Wellbeing Unit Manager – Jo Howard

**Review Date:** 2020 or as required