

POSITION DESCRIPTION

Job Title	Head Cook – Chivaree Centre
Organisational Context	<p>Aurukun Shire Council plays a crucial role in leading the community and addressing the needs of its residents. The Council works closely with various stakeholders, including government agencies, non-governmental organisations, and local businesses, to improve service delivery and create opportunities for the community it serves.</p> <p>Key focus areas for the Aurukun Shire Council include community safety, governance, economic development, and preservation of cultural identity, environmental management, postal and banking services, aged care and child care provision.</p> <p>Initiatives are developed and implemented in consultation with community members, ensuring their active participation and ownership. The Council strives to empower community members, promote self-determination, and build a sustainable and prosperous future for Aurukun.</p>
Department	Community Services
Award & Classification Level	Queensland Local Government Industry (Stream B) Award – State 2017 Division 2, Section 1 – Chief Cook
Location	Aurukun
Reports to	Chivaree Aged and Disability Care Centre Manager
Position Scope	This position has significant direct contact with members of the community and Council staff
Employees Supervised	Assistant Cook, Assigned Employees
Duties and Responsibilities	<ol style="list-style-type: none"> 1. Comply with operating procedures of kitchen and meals service according to Chivaree Centre Food Safety Policies. 2. Completion of timely orders placed for food supplies Data. 3. Provide and practice an individualised approach to client dietary requirements as directed by dietician. 4. Manage and record client/customer complaints in a timely, friendly and professional manner. 5. Plan, prepare and present nutritious meals ensuring timely delivery under the direction of Manager and Assistant Manager. 6. Supervise kitchen staff ensuring Workplace Health and safety, hygiene, food handling and storage standards are complied with. 7. Model, promote and encourage a polite and friendly service environment. 8. Supervise the organisation of kitchen, food stores, fridges and freezers. 9. Provide food safety induction for new staff members. 10. Other duties as directed by Chivaree Centre Manager or their authorised delegate.

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<p>Qualifications, Experience & Personal Attributed</p>	<ol style="list-style-type: none"> 1. National Police Clearance. 2. NDIS Workers Screening 3. Drivers Licence. 4. Compliance with the Food Act 2006 and that this employee is the Food Safety Supervisor in relation to compliance – SITSS00069 Food Safety Supervision. 5. Commercial kitchen experience of a minimum 5 yrs or qualifications in appropriate commercial cookery – SIT30821 Cert III in Commercial Cookery. 6. First Aid Certificate or willingness to obtain. 7. Experience working with older people or people living with a disability and understand their dietary needs (desired). 8. Experience managing or working in a kitchen environment. 11. Polite, friendly, reliable and hard working. 12. Willing to undergo any further training relevant to Supervisors position.
<p>Key Performance Indicators</p>	<p>Key Performance Measures</p>
	<ol style="list-style-type: none"> 1. Adherence to all Aurukun Shire Council and Chivaree Centre Policies and Procedures including Food Safety Legislation. 2. Completion of timely food orders both written and online as required. 3. Maintain responsibilities and exemplary work standards ensuring supervised staff to do the same. 4. Adhere to Workplace Health and Safety Standards and Procedures and ensure staff under supervision comply. 5. Communicate effectively with clients and staff of Chivaree Centre and others in community. 6. Report all hazards and incidents and fulfil legislation requirements including food safety and hygiene. 7. Follow work instructions and foster team environment. 8. Attend training and meetings as directed by Client Services Manager and Manager. 9. Friendly, polite and exemplifies excellence in customer service.

I, _____ acknowledge and agree to the above position description.

Employee's Signature _____

Date _____