



Casual Cook/Chef

Heywood rural health has an exciting opportunity for a casual cook/chef to join our team. We are looking for a suitably experienced person who is passionate about delivering excellence in a healthcare environment. You will need to demonstrate:

- National Police check & Annual Flu Vaccination
- Commercial cooking qualification desirable or proven relevant experience.
- Availability over 7 days shifts times 0700-1530
- Good communication skills and ability to work as an effective team member, as well as solo at times
- Recent experience in a similar role, or knowledge of general Healthcare food safety practices
- Demonstrated ability of flexibility, innovation, manage workloads and prioritise tasks
- Basic use Microsoft Outlook & other ICT programs.
- Applicant is not working elsewhere, nor will they work elsewhere whilst COVID restrictions relating to staff working at Heywood Rural Health are in place

For further enquiries or to request a copy of the position description, please contact Leigh Beddows, Support Services Manager, on phone 5527 0545 or email Leigh.Beddows@heywoodruralhealth.vic.gov.au

Aboriginal and Torres Strait Islanders are encouraged to apply.

Position Closes: Thursday 5th August 2021

Send your application letter, addressing the above selection criteria, along with your current resume to:

People and Culture Department
Heywood Rural Health
hr@heywoodruralhealth.vic.gov.au
PO BOX 159, Heywood, VIC 3304
www.heywoodruralhealth.vic.gov.au

“Committed to the health and wellbeing of our community”



Position Description

Position:	Casual Cook – Relief Cover
Reports To:	Support Services Manager
Hours of Duty:	MON – SUN 0700 - 1530
Tenure:	Casual
Award:	Health & Allied Services, Managers & Administrative Officers Enterprise Agreement
Minimum Qualification:	Food Handlers Certificate
Key Selection Criteria:	
Essential:	<ul style="list-style-type: none">• National Police check & Annual Flu Vaccination• Commercial cooking qualification desirable or proven relevant experience.• Availability over 7 days shifts times 0700-1530• Good communication skills and ability to work• as an effective team member, as well as solo at times
Desirable:	<ul style="list-style-type: none">• Recent experience in a similar role, or knowledge of general Healthcare food safety practices• Demonstrated ability of flexibility, innovation, manage workloads and prioritise tasks• Basic use Microsoft Outlook & other ICT programs.
Key Performance Indicators (if applicable):	

Our Vision

Heywood Rural Health (HRH) is committed to the health and wellbeing of our community.

Our Values

Respect

- We make mutual respect the basis of all interactions.
- We respect diversity and respect the dignity of each person.
- We embrace the differences in people and perceptions.

Responsiveness

- We take actions and opportunities to create results.
- We provide services that are person-centred and focused on outcomes.
- We keep our commitments and promises.

Care

- We care about the people and the community within which we work and live.
- We care about our colleagues and ourselves.
- We support people to develop and build on their strengths.

Integrity

- We uphold our professional ethic at all times.
- We are honest and fulfil our commitments.
- We are accountable for our actions.

PRIMARY OBJECTIVES/KEY PURPOSE OF THE ROLE:

As a valued catering team member, you will be required to prepare well balanced nutritious meals for inpatients, residents, meals on wheels and senior citizens organizations and to supervise catering staff in maintaining the kitchen area to a high standard of efficiency and cleanliness. By following HRH work schedules and assisting with additional logistical duties you will be adding core value across the entire Health service, Community Health, Acute & Urgent Care, Residential Aged Care & Administration services.

DUTIES AND RESPONSIBILITIES:

- Provide Casual/Relief cover to the catering team, on a needs basis in the absenteeism of planned annual leave, sick leave & long service leave.
- Maintain a high standard of Hygiene & General practice in accordance to the Victorian Food safety Act, Heywood Rural Health's Food Safety Plan & all relevant legislation.
- Control the day to day kitchen operations under the supervision of the Support Services Manager. Taking a leading hand approach and ownership to the meals you are preparing & serving, documentation, goods ordering, receiving, stock rotation, and working as an individual & in a team environment setting
- Prepare and serve high quality, nutritionally balanced meals, presented in an appetizing manner to the patients within the hospital, residents of the hostels and nursing home and also members of the community.
- Catering for the individual consumer's appetite and nutritional needs, ensuring meals are in conjunction with each individual Care Plan.
- Develop a basic knowledge of special diets and their importance, again so as to promote the concept of total patient care.
- Adhere to all internal policies & procedures.
- Encourage a coordinated team effort with all departments, and engage in organisational wellbeing & promotional activities

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

The Cook is accountable for all tasks that are performed by themselves and signed off daily, they are also responsible for following all practices in place in relation to Food safety.

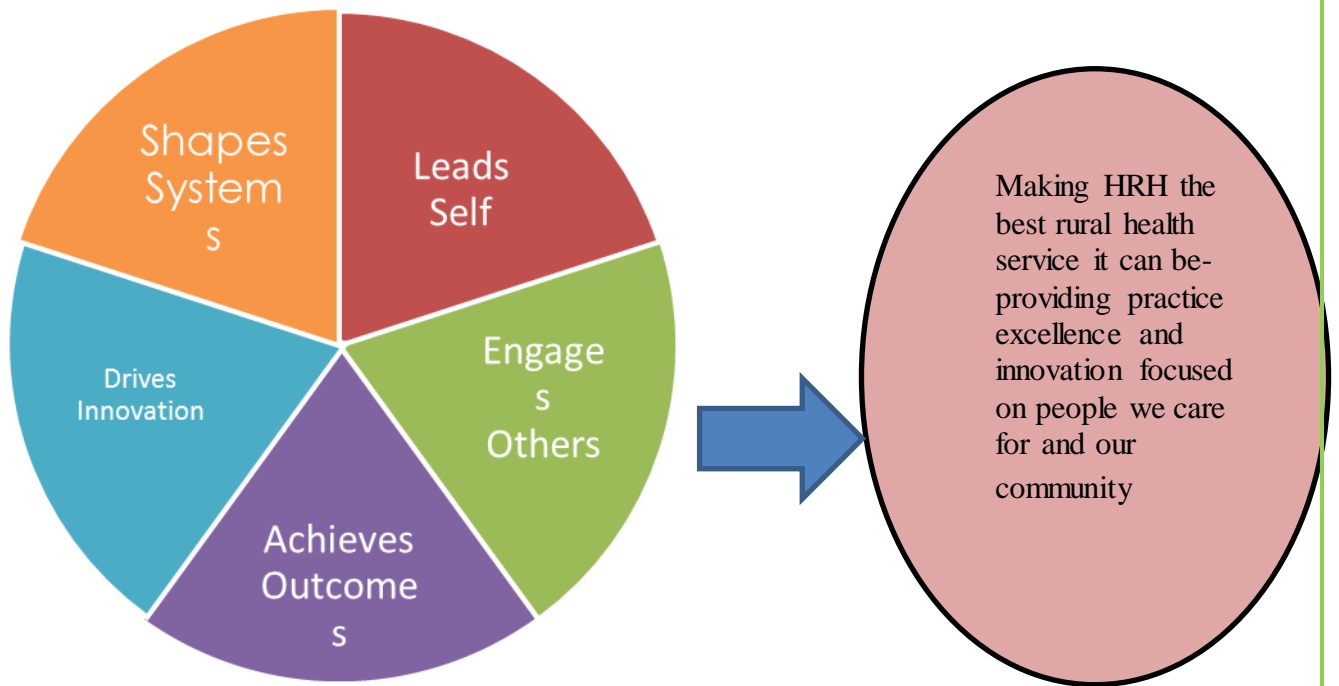
JUDGEMENT AND DECISION-MAKING:

The Casual Cook is to consult with fellow team members, team leader, Support Services Manager or senior Nurse in Charge, if they are to make decisions that could affect the consumer experience or that could have an adverse effect in relation to OHS or that is outside of their routine scope of practice.

PROFESSIONAL LEADERSHIP

- Participates in the positive promotion of Heywood Rural Health
- Be involved in health promotion activities by participating in health education of the client and community.
- Role model the HRH leadership capability framework by:
 - Leading Self;
 - Engaging others;
 - Achieving outcomes;
 - Driving innovation; and
 - Shaping Systems.

[HRH Leadership Capability Framework \(LEADS\)](#)



Position Requirements

N.B. Statements included in this Position Description are intended to reflect in general the duties and responsibilities of this role and are not to be interpreted as being all-inclusive. Duties and responsibilities may be reviewed according to service requirements.

Position Requirements	Tick Box Below
A current National Police Check must be provided prior to commencement at HRH.	✓
Evidence of Professional Registration (if required)	
Current Advance Life Support (ALS) Certificate Required (For RN's only)	
Evidence of Professional Qualification (if required)	
Valid Victorian Driver's Licence (if required)	
Valid Trade Licence (if required)	
Satisfactory Working with Children Check (if required)	
Undertake Pre-Employment Check as per HRH policy (This is mandatory prior to commencement and when required during employment)	✓
Typical Work Schedule (As specified in relevant staff Roster)	✓

JOB DEMANDS CHECKLIST

Heywood Rural Health endeavours to provide a safe working environment for all staff. The purpose of this section is to ensure you fully understand and are able to perform the inherent requirements of the role (with reasonable adjustments if required) and you are not placed in an environment or given tasks that would result in risks to your safety or others.

Frequency Definitions		
I	= Infrequent	Activity may be required very infrequently
O	= Occasional	Activity required occasionally, not necessarily all shifts
F	= Frequent	Activity required most shifts, up to 50% of the time
C	= Constant	Activity that exists for the majority of each shift and may involve repetitive move for prolonged periods
N/A	= Not Applicable	Activity not performed

Aspects of Normal Workplace		Frequency				
Demands	Description	I	O	F	C	N/A
Physical Demands						
Sitting	Remain seated to perform tasks	✓				
Standing	Remain standing to perform tasks				✓	
Walking	Periods of walking required to perform tasks				✓	
Bending	Forward bending from waist to perform tasks			✓		
Kneeling	Remaining in a kneeling position to perform tasks		✓			
Lifting/Carrying	Light lifting and carrying			✓		
	Moderate lifting and carrying	✓				
	Assisted lifting (mechanical, equipment, person assist)					✓
Working at Heights	Ascending and descending ladders, stools, scaffolding	✓				
Pushing / Pulling	Moving objects, e.g. Trolleys, beds, wheelchairs and floor cleaning equipment			✓		
Reaching	Arms fully extended forward or raised above shoulder			✓		
Crouching	Adopting a crouching posture to perform tasks	✓				
Foot Movement	Use of leg and/or foot to operate machinery	✓				
Head Postures	Holding head in a position other than neutral (facing forward)	✓				
Fingers/Hand/ Arm Movement	Repetitive movements of fingers, hands and arms e.g. computer keyboarding				✓	
Grasping/Fine Manipulation	Gripping, holding, clasping with fingers or hands				✓	
Driving	Operating a motor powered vehicle e.g. use of hospital cars, deliveries, visiting clients, tractor, ride-on mower, forklift, bus, etc.					✓

Aspects of Normal Workplace		Frequency				
Demands	Description	I	O	F	C	N/A
Psychosocial Demands						
Distressed People	Highly emotional people crying, upset, unhappy, depressed, e.g. family violence, emergency or grief situations	✓				
Aggressive / Unpredictable People	Raised voices, yelling, swearing and arguing e.g. drug/alcohol, dementia, mental illness		✓			
Exposure to Distressing Situations	E.g. Child abuse, family violence, delivering bad news, viewing extreme injuries, viewing deceased					✓
Environmental Demands						
Gases	Working with explosive or flammable gases requiring precautionary measures				✓	
Liquids	Working with corrosive, toxic or poisonous liquids or chemicals requiring Personal Protective Equipment (PPE)		✓			
Noise	Environmental/background noise necessitates people raising their voice to be heard		✓			
Biological Hazards	E.g. Exposure to body fluids, bacteria, infection diseases requiring PPE	✓				
Cytotoxic Hazards	Handling and/or preparation of cytotoxic materials					✓
Radiation	Working with radiologic equipment					✓

Other Requirements

REQUIREMENTS	
Code of Conduct	HRH employees are expected to adhere to the values as outlined in the <i>“Code of Conduct for Victorian Public Sector Employees 2015.”</i> Breaches of the Code of Conduct may result in disciplinary action.
Compliance	During the course of your employment at HRH, you must maintain currency of all pre-screening and credentialing/other matters specified in your HRH Contract of Employment.
Confidentiality	You must ensure the affairs of HRH, its patients, residents, clients and staff remain strictly confidential and are not divulged to any third party, for any reason, except where required for clinical reasons or by law. Such confidentiality shall extend to the commercial and financial interests of HRH. Any breach of confidentiality will be viewed as a serious matter and may be the subject of disciplinary action including termination.
Contract of Employment	Your appointment is subject to your acceptance of the terms and conditions as laid out in your Contract of Employment. Terms and conditions will apply until by mutual agreement they are altered or replaced in writing.
Cultural Diversity	Recognise and respect cultural diversity within the community and be committed to respecting the individual beliefs, age gender, economic , cultural and linguistic backgrounds of HRH clients and staff
Gender Equality	As a HRH employee you will contribute to equal and measurable outcomes for women, men and gender-diverse people. This includes equal representation, status and rights, establishing equal opportunities for all people to contribute to national, political, social and cultural development; and for all to benefit from these results.

Infection Control	It is your responsibility to comply with the Infection Control policies and practices of HRH. You will also be expected to participate in infection control education yearly.
Information Technology	You will need to be aware of the need to be familiar with and able to access and use the technology systems e.g. computer, intranet, email, telephone, photocopier, facsimile machines, Data Projector. You may/will also need to become familiar with the programs used by HRH e.g. Electronic patient records –TRAK, Riskman, Platinum 5.
OH&S	<p>You are required to comply with all HRH Occupational Health and Safety policies and procedures.</p> <p>You are to take reasonable care to ensure personal safety and the safety of others who may be affected by acts or omissions of an employee in the workplace. You are to:</p> <ul style="list-style-type: none"> ▪ Follow safe work practices and use personal protective equipment as required; ▪ Participate in OH&S consultation and OH&S training initiatives; ▪ Report as soon as practicable, unsafe equipment, work practices or conditions (Occupational Health and Safety Act, clause 25) ▪ Report any accidents, incidents, injuries “near misses”, safety hazards and dangerous occurrences; assist with any investigations and the identification of corrective actions; ▪ Co-Operate with managers and supervisors so they can meet their OH&S responsibilities; ▪ Not wilfully interfere with or misuse anything provided in the interest of health and safety or wilfully put anyone at risk; and ▪ Perform only those tasks for which you have received appropriate training and instruction.
Performance Appraisal	Your manager is responsible for conducting your performance Appraisal at three months and at least annually.
Police Check	Your appointment is subject to a satisfactory police records check. As this process can take several weeks prior to the commencement of shifts, you may supply a statutory declaration indicating you have no conviction for murder, sexual assault or assault resulting in imprisonment. These convictions will automatically preclude you from working in HRH.
Probation period	A three months’ probation period will apply.
Privacy and Confidentiality	Employment is subject to your compliance with the <i>Health Records Act</i> . This <i>Act</i> requires compliance with Principles related to privacy regarding data collection (including photos), usage and security.

Quality and Safety	<p>HRH is committed to providing Safe, High Quality Care across all services. Expectations on staff to support this include:</p> <ul style="list-style-type: none"> • Demonstrate a commitment to best practice; • Take responsibility for their own practice and share responsibility for creating and maintaining a system that provides safe, high quality health care; • Ensure all Health Service activities are in accordance with the National Safety and Quality Healthcare Standards (Organisation-Wide) – 2nd Edition, the Home Care Common Standards (Primary and Community Health) and the Aged Care Accreditation Standards – July 2019; • Actively participate in the HRH Safety and Quality Program. All staff will contribute to quality improvement activities aimed at improving patient/resident/client outcomes and maintaining accreditation standards; and • Be actively involved in processes to monitor and evaluate the performance of the services provided by the work area. <p>N.B. It is the responsibility of every staff member to be familiar with HRH Service-Wide and specific Departmental Policies & Procedures.</p>
Smoke Free Campus Policy	Smoking is prohibited throughout all buildings and vehicles controlled by HRH. This policy applies to staff, patients, residents, clients, volunteers, visitors, contractors and others.
Staff Development	You are required to attend an Orientation Day prior to commencement of employment and participate in the Professional Development Program.
Termination of Employment	Four weeks (or as per Enterprise Agreement) written notice of termination of employment to be provided to their Department Manager.

As the incumbent of this position:

- i. I acknowledge I have received a copy of this Position Description, and have read and understand the requirements of this role. I agree to work in accordance with this Position Description.
- ii. I confirm I have read the Job Demands Checklist detailed in this Position Description, understand its content, and agree to work in accordance with the requirements of this Checklist.
- iii. I also understand this Position Description forms part of my Contract of Employment with HRH.

APPROVALS	Name	Signature	Date
Divisional Head:			
Department Head:			
Employee:			

Please forward signed copy to:
 People & Culture Department erin.wilson@heywoodruralhealth.vic.gov.au