

RTC Support Services Position Description



POSITION DETAILS

Position Title:	Cook
Job Type:	Kitchen work
Hours of work	25 hours per week, normally Monday to Friday
Reports to:	Services Manager
Award	Educational Services (Post-Secondary Education) Award 2010, General Staff Level 4.2
Date of appointment	October 2021

POSITION REQUIREMENTS

1. Main duties	<ul style="list-style-type: none"> • Prepare meals Monday – Friday, mostly dinner meals and have it ready for serving not later than 18:30 • Creating, maintaining and planning a variety of menus within set budget (which are fresh, nutritional, well-balanced, and suited to dietary requirements of clients); provide monthly meal plans to manager. • Manage all food procurement for RTC Support Services and their clients, including ordering/maintaining food, proper storage, labelling, dating and control of waste. • Always exceed and maintain Class 1 kitchen/s • Maintain and manage food stock and equipment • Review and maintain Food Safety Plan & records • Ensure all policies and procedures are maintained to high standards • Maintain a high level of customer service to our clients and assist rostered residents • On occasion supervise other kitchen staff as and when required • Other reasonable duties as requested
2. Qualifications	<p>Relevant experience working in a commercial setting</p> <p>Food Safety Supervisor's Certificate</p> <p>First Aid & CPR Training</p> <p>Current Working with Children's Check</p> <p>Role is subject to a Police Check prior to appointment</p>
3. Personal Attributes	<ul style="list-style-type: none"> • Able to plan and organise one's own work tasks when necessary • Commitment to continuous improvement, responsiveness to feedback and flexible to change • Excellent interpersonal skills in all dealings, e.g. courtesy, respect, managing concerns, issues and conflict; • Ability to demonstrate an understanding and sensitivity to cultural influences of all clients and their families • Self-motivated, able to understand requirements quickly and work efficiently to complete tasks • Able to work in a co-operative manner and address changing needs

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	<ul style="list-style-type: none">• Able to demonstrate Christian character and ethos of our organisation and clients
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Employee Signature

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Date

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Employer Signature

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Date