

POSITION DESCRIPTION

Carinya Home for the Aged



POSITION:	Catering Assistant
LOCATION:	Hospitality Services
REPORTS TO:	Hospitality Services Coordinator/ Head Chef
AGREEMENT / AWARD:	Carinya Home for the Aged – Support Services Agreement
HOURS OF WORK:	Casual/Permanent Part time/ Full time

CARINYA HOME FOR THE AGED

Carinya Home for the Aged provides lifestyle options for those who are frail in a supportive and caring environment. Through our commitment to provide professional quality services to our residents, we employ people who share our values of quality care, dignity, integrity and compassion.

The Carinya Way

A social model of care, building a community based on inclusiveness, maximising one's potential with purposeful interactions to enable residents to continue to lead remarkable lives.

1 POSITION OBJECTIVES

The purpose of this position is to prepare, produce and present food meeting the Facility standards, ensuring the correct quality and selection of meals are produced to meet the needs and / or specific requirements of the Residents.

2 KEY RESPONSIBILITIES

- Monitor and ensure food and kitchen hygiene is in accordance with current government and local authority requirements
- Demonstrated ability to ensure environment and equipment is cleaned and maintained
- Order supplies and coordinate costings for the food service budget
- Monitor quality of service provided by suppliers
- Communicate effectively with Staff, Residents and their relatives
- Maintain confidentiality of information concerning Residents and the Facility
- Ensure accurate inventory of stores and security
- Supervision of Staff and guide team on catering / dining duties
- Cater for Residents' special need diets and participate in menu planning
- Nutrition knowledge and eating preference of Residents

3 CAPABILITY REQUIREMENTS

COMPETENCY

- Demonstrated ability to maintain the kitchen environment and support equipment
- Ability to identify work priorities in consultation with other Staff
- Follow required routines and adherence to policies and procedures
- Proven ability to match tasks / responsibilities to ensure time is utilised productively

- Commitment to Carinya Home for the Aged Quality Direction Strategy by maintaining a culture of Best Practice as the means to improve our service delivery processes
- Commitment to the principles and philosophy of customer service
- Participate in Quality Activities and preparation for accreditation, facilitating communication and improvements in Resident care and services

KNOWLEDGE/SKILLS

- Proven ability in decision making, problem solving and prioritise tasks to meet required timeframes
- Demonstrated skills to learn new tasks / processes utilising feedback for improvement
- Proven capacity to contribute as a committed team member to achieve goals
- Ability to maintain self-control under pressure and difficult circumstances
- Advanced skills in promoting a friendly work environment and coach team members
- Ability to identify and communicate key issues to team members and supervisors
- Awareness of special dietary cooking including Diabetic, High Protein, Low Salt, and Vegetarian.
- Sound knowledge of Workplace Health and Safety, EEO, Anti-discrimination and privacy obligations.

QUALIFICATIONS

- Relevant Industry Qualification – Certificate III in Commercial Cookery or Catering Operations
- Minimum of 3 years' experience in a similar role
- Demonstrated knowledge and continuous training / improvement in Food Safety Regulations
- Previous experience in an Aged Care Facility is desirable but not essential
- Current Queensland "C" Class Driver's Licence
- Federal Police Check
- Influenza Vaccination

4 ORGANISATIONAL RELATIONSHIPS

IMMEDIATE SUPERVISOR OF POSITION

- Head Chef

SUPERVISES

- Nil

OTHER

- Residents & Families

EXTENT OF AUTHORITY

- N/A

5 PERFORMANCE APPRAISAL

- A Performance Appraisal (PA) detailing the outcomes of this position is utilised during the course of employment and is reviewed with the immediate supervisor of this role involving a three (3) and six (6) month appraisal then annually as part of the Carinya Home for the Aged Performance Management System.

This Position Description describes the selected range of tasks and responsibilities for this position. This list is not intended to be exhaustive and other tasks may be assigned from time to time by the Chief Executive Officer or Director of Care to meet the requirements of the organisation.

Supervisor: Hospitality Services Coordinator

Date Issued:

Occupant:

Employee Signature

Date: _____

Approved By: Thor Bouttell
Hospitality Services Coordinator

Manager Signature

Date: _____

Employee Name:		Signature:	
Date:			
Supervisor:		Signature:	
Date:			