

POSITION DESCRIPTION

Position Title: Relief Cook/Second Cook

Job Purpose:

The Relief Cook helps keep meal service running smoothly when the Kitchen Manager is away/unavailable. This role involves preparing and serving nutritious, well-presented meals that meet the individual dietary needs of aged care residents. The Relief Cook also ensures that all food is cooked safely, stored properly, and served on time. This role is essential in supporting the health, comfort, and overall well-being of residents.

This position reports to the Chef Manager.

Organisational Values:

Staff are expected to work with the values in mind at all times

PEOPLE	Integrity, respect and humility
RESIDENTS	Empathy, care, respect, acknowledgement, cultural awareness and diversity
PERFORMANCE	Diligent, effective caring, quality
TEAMWORK	Purposeful, integrated, focused, united
CARE	Compassionate, inclusive, proactive, effective
COMMUNITY	To be judged in a positive light and relevant to the community

Privacy and Confidentiality:

It is vital that every member of staff maintain strict confidentiality of all matters relating to the residents and the facility.

Key Duties:

- Follow all instructions as directed by the Kitchen Manager in respect of food preparation, cooking and serving
- Prepare food according to the resident's individual dietary requirements and preferences and in line with daily menus
- Ensure all products are checked against quantity and are delivered within EHI specifications including the condition of vehicle, temperature, use by date and packaging
- Ensure all timeframes are met for the delivery of all residents food
- Forward any resident complaints, staff complaints or issues to the Kitchen Manager to resolve.

- Assist with investigations as delegated by the Kitchen Manager in relation to complaints concerning catering services.
- Maintain equipment, utensils and implements safely and ensure the prevention of environmental hazards and accidents at work
- Conduct daily temperature checks of fridges, freezers and held foods and record results
- Comply with all legal requirements, food hygiene regulations, food safety laws, EHI policies and procedures and all other legal obligations and regulations
- Supervise the catering assistants to ensure all duties and timeframes are met
- Provide support and guidance to all catering staff
- Cleaning, sanitising and disinfecting all kitchen areas in accordance with daily schedules
- Maintaining and handling knives safely throughout work activities
- Maintaining a professional, safe and hygienic appearance on duty
- Ensure all maintenance is carried out and faults are reported
- Complete all documentation accurately, legibly and clearly
- Take part in professional development as needed and directed

Key Performance Indicators

Key Result Areas	Key Activities	Standard Measures
Edgarley Values	<ul style="list-style-type: none"> • Demonstrate and uphold the values of Edgarley Assisted Living • Ensure that the values of Edgarley Assisted Living are incorporated into daily practices in relation to all activities. 	<ul style="list-style-type: none"> • Be compassionate and provide support to customers and staff. • Consistently shows respect, empathy, cultural awareness and values each person's dignity. • Seeks opportunities to be innovative for improvement. • Is accountable for a high standard of care. • Communicates and operates openly and honestly as an effective team member.
Documentation	<ul style="list-style-type: none"> • Maintain documentation in accordance with the catering procedure; e.g. catering profiles, purchase orders, cleaning schedules and catering diary. • Take responsibility to recognise errors and fully correct them to ensure compliance with all legislation and standards. 	<ul style="list-style-type: none"> • All documentation to be completed by the end of your shift • All documentation to be clear, concise and legible
Food Services	<ul style="list-style-type: none"> • Ensure the delivery of quality food to residents • Direct assistance with delivery of food services to residents and assist with preparation of meals as required • Ensure sufficient food & drink supplies are available in conjunction with the cook • Ability to retain individual preferences of residents and/ or their dietary requirements 	<ul style="list-style-type: none"> • Minimal resident complaints • Meals times met • Residents receive meals in line with their preferences • All meals served in line with individual dietary requirements • All duties performed as per duties lists
Customer Services	<ul style="list-style-type: none"> • Effectively communicates with residents. • Consult residents on meals desired and choice • Ensure that residents are aware of daily menu items 	<ul style="list-style-type: none"> • Meets resident needs and wants on an ongoing basis in relation to nutritional requirements • No complaints regarding presentation of food

	<ul style="list-style-type: none"> • Provide choice of meals at all times 	
General Duties	<ul style="list-style-type: none"> • Be competent in, and follow the use of Food Safe handling techniques when preparing and serving food to residents. • Must be thorough in the process of cleaning catering facilities with an emphasis on infection control techniques, safe chemical use, and ensuring cleaning schedules are documented as required. • Encourage and enable residents to participate in a wide variety of life's experiences, particularly in relation to food presentation and dining room environment. • Encourage residents to maximise their independence through expression of likes and dislikes. • Adhere to the Food Safety Standards (with a particular focus on temperature reporting). 	<ul style="list-style-type: none"> • Clean and tidy kitchen/dining area • Follow the Kitchen Manager's directives
Education and Personal Development	<ul style="list-style-type: none"> • Willingness to continue to improve your skills and standards • Initiative to maintain industry requirements for your scope of practice 	<ul style="list-style-type: none"> • Successfully pass all competency tests and assignments • Full (100%) attendance at all compulsory educational sessions
Quality and Continuous Improvement	<ul style="list-style-type: none"> • Commitment to Quality & Continuous Improvement • Minimum Compliance of with Aged Care Accreditation Standards • Compliance with EAL policies and procedures 	<ul style="list-style-type: none"> • Assistance in preparation of the facilities Accreditation application if required • Adherence to EAL policies and procedures
OH&S and Infection Prevention & Control	<ul style="list-style-type: none"> • Strictly follow all OH&S and infection control policies, procedures and processes • Promote best practice OH&S and infection control in their daily tasks • Ensure there is a safe and hazard-free workplace • Implement all necessary controls if and when required 	<ul style="list-style-type: none"> • Reports hazards, near misses and injuries immediately • Uses personal protective equipment • Wears clean and tidy uniform • Comply with risk management policies and procedures and instruction

	<ul style="list-style-type: none"> • Participate in training and meetings regarding OH&S and Infection Control 	<ul style="list-style-type: none"> • Attend all training sessions • No Workcover claims through inappropriate practices • No accidents/incidents due to poor work practices or mishandling chemicals or equipment
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Agreement: I have read, understood and agreed to comply with this job description and key result areas.

Name: _____

Signature: _____ **Date:** ____/____/____

Note: please, enter your initials on each page of this document.