

TO: Mildura Health Private Hospital Staff
FROM: Paul Graham, Maintenance and Patient Services Manager
DATE: 30 September 2021
SUBJECT: Chef/Cook, Food Service Assistant

Internal and external applications are invited for the position of:

Position: Chef/Cook, Food Service Assistant
Hours per Fortnight: 46 hours
Employment Status: Permanent Part -Time

Mandatory Requirements:

- High standard of personal hygiene, grooming and presentation.
- Excellent communication skills including verbal communication skills.
- The ability to read and understand written instructions, recipes and labels as required.
- Versatility and accuracy in order to perform activities in relation to the preparation and presentation of food in the hospital.
- Computer literacy.
- Ability to work both individually and in a team environment.
- Ability to plan and prioritise workload.
- Ability to maintain confidentiality and privacy.

Skills, Knowledge and Attributes:

- Experience in using cutting tools, cookware and bakeware.
- Knowledge of various cooking procedures and methods (grilling, baking, boiling etc.)
- Ability to follow all sanitation procedures.
- Ability to work in a team.
- Very good communication skills.

Key Responsibilities:

- Excellent customer service skills are essential.
- Ability to work unsupervised.
- Commitment to providing quality service.
- Must have excellent time management skills.
- Understanding of HACCP and Food Safety Plans would be an advantage.
- Current Victorian Police Check and Working with Children Check.
- Barista experience an advantage (but not essential).

Enquiries and Applications to:

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Maintenance and Patient Services Manager
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Closing Date: Monday 11 October 2021

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