

Position Description

Position Title:	Chef/Cook
Classification:	EBA, Level 5 – 7
Department / Unit:	Catering
Reports to:	Maintenance and Patient Services Manager
Salary and Conditions:	As per the current MHPH Administrative and Support Staff Enterprise Agreement and National Employment Standards
Immunisation Risk Category:	Category B

Department Description:

Mildura Health Private Hospital is a 51-bed private hospital including a 29 bed Medical / Surgical in-patient ward with 2 Enhanced Care beds and a Treatment Room; Day Procedure Unit; Day Oncology Unit; 3 operating theatres and partnership with Mildura Health Private Consulting. Specialties include Cardiology (pacemaker insertions), Dental, Ear Nose and Throat, General Medicine, General Practice, General Surgery, Gynaecology, Oncology, Ophthalmology, Oral & Maxillofacial, Orthopaedics, Palliative Care, Plastic / Reconstructive, Sleep Studies, Urology and Vascular.

Our Vision

Your health, your choice

Mission Statement

Providing life-long, exceptional health care when you need it

Our Values



Honesty

We act with uncompromising honesty and integrity in everything we do.



Fairness

We operate in accordance with the rules and an ethical framework.



Respect the Rights of Others

We show respect for the dignity of the individual and mutually respect and value each other.



Independence

We are independent in thought and action and understand the importance of Mildura Health's core responsibility as a good corporate citizen in our community and industry.

Position Summary:

We are looking for a Qualified Chef or experienced cook to plan and prepare delicious nutritional meals according to menu. You will oversee the daily operation of the kitchen, including placing orders, cleaning and maintaining equipment and following all food safety guidelines. This position is best suited to someone who is highly organised, able to work independently and has previous kitchen experience.

An excellent cook must be able to follow instructions in cooking and delivering well-prepared meals. They must be skilful in moving around the kitchen and apt in multi-tasking. Experience in using various ingredients and cooking techniques is also important.

Mandatory Requirements:

- Qualified Chef or experienced cook
- Experience in all kitchen duties
- 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
- Computer literacy
- Ability to work both individually and in a team environment
- Ability to plan and prioritise workload
- Ability to maintain confidentiality and privacy
- Vaccination against COVID-19 is a mandatory requirement for all healthcare workers in Victoria, and as such, all employees at Mildura Health Private Hospital

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).

General Responsibilities:

Catering

- Plan and review menus in conjunction with Maintenance-Patient Services Manager and the other cooks employed in the hospital.
- Take responsibility for the preparation of all meals served to patients, staff and visiting medical officers.
- Order all perishable ingredients in conjunction with the Maintenance-Patient Services Manager, and to ensure that delivery deadlines are met by suppliers.

Page 2 of 4	Author: P. Graham	Approved by: CEO
Document Number: F01-14-92(2)		Date Approved: October 2021
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- Maintain an up to date knowledge of the market prices of those perishable items so that the best possible ingredients may be obtained at the most competitive prices.
- Be responsible for the care, maintenance and cleaning of all catering equipment and to report any repairs or other maintenance needs to the Maintenance-Patient Services Manager.
- Determine the types and quantities of meats, vegetables, soups, salads, sandwiches to be prepared.
- Plan cooking schedules so that foods will be ready at specific times.
- Confer with the Food Service Assistants with regard to the preparation of special therapeutic diets.
- Supervise the measuring and mixing of ingredients according to recipes as approved as well as the washing, trimming, cooking and seasoning of all food items.
- Be fully conversant with the operation of all kitchen utensils and equipment such as blenders, mixers, slicers and other special equipment which may be provided to the department from time to time.
- Ensure that all equipment, stoves, worktops and tables, and storage areas are kept clean and in a hygienic condition at all times and to report to the Maintenance-Patient Services Manager any deviation from the cleaning roster.
- Competently carve all meats, fish and poultry, and to portion appropriate servings in accordance with individual requirements.
- Observe and report the presence of any mould, vermin or insects in the department.
- Ensure that stored foods are prevented from deterioration and used before spoilage occurs.
- Order perishable goods on a regular basis, thus eliminating wastage and leftovers.
- Have a thorough knowledge of all goods kept in the dry food store in order to ensure that regular turnover is maintained.

Management:

- Contribute to the professional development of others including preceptorship of new staff and/or students on placement.
- Liaise with other departments;
- Exercise economy in the use of resources, supplies and time.
- Actively participate in team meetings, staff forums and other meetings relevant to role and as requested by manager.

Professional Development:

- Participate in the hospital appraisal process.
- Complete mandatory competencies as directed and per the Training/Competency Calendar.
- Maintain and update knowledge and skills through regular attendance at education and training sessions and in-service education.
- Keep abreast of technology relating to the area.

Safety and Quality:

- Demonstrate an understanding of the MHPH Quality Management System and actively contribute to quality improvement activities and the hospital's plan to achieve organisational objectives.
- Understand, contribute to and participate in the hospital ISO certification process.
- Understand, contribute to and participate in the application of the National Safety and Quality Health Service Standards (NSQHS) applicable to MHPH.

Page 3 of 4	Author: P. Graham	Approved by: CEO
Document Number: F01-14-92(2)		Date Approved: October 2021
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Occupational Health and Safety:

- Follow safe work practices and comply with the Hospital's Occupational Health and Safety policies and procedures and legislation, proactively reporting policies, hazards, incidents and injuries to manager
- Make proper use of all safeguards, safety devices and personal protective equipment.
- Take appropriate care to protect the health and safety of self and others.

Signed Employee:	Date:
Signed DCS / CSM / CEO:	Date: