Position Description

Position Title	Assistant Cook
Position Number	30008577
Division	Community and Continuing Care
Department	Aged Care Residential Services
Enterprise Agreement	Health And Allied Services, Managers and Administrative Workers (Victorian Pub Sector)(Single Interest)EnterpriseAgreement 2025-2027
Classification Description	Cook Second GC
Classification Code	RH3
Reports to	Food Services Manager
Management Level	Non Management
Staff Capability Statement	Please click here for a link to staff capabilities statement
Mandatory Requirements	• National Police Record Check • Aged Care Banning Order Register • National Disability Insurance Scheme (NDIS) Check • Drivers Licence • Immunisation Requirements

Bendigo Health

Bendigo Health is a leading regional health service, learn more about us by visiting our website: Bendigo Health Website - About Bendigo Health

As an organisation we are committed to delivering safe, inclusive and high-quality care to our diverse communities across the Loddon Mallee Region. We value and respect the unique backgrounds, cultures and experiences of the people we serve and those who work with us.

We are a proud child safe organisation, dedicated to the safety, wellbeing and voice of all children and young people. We are committed to creating a culturally safe and welcoming environment where Aboriginal and Torres Strait Islander peoples—adults, children and families—are respected, supported and empowered to express and celebrate their culture.

Our Vision

To be a trusted regional healthcare service recognised for delivering exceptional care, being a great place to work, and being deeply connected to our community.

Our Values

PASSIONATE – We are passionate about doing our best – for our patients, our colleagues and our community.

ACCOUNTABLE – We take ownership of our actions and outcomes, always striving for integrity and improvement.

CARING – We care deeply for our community – and our community cares for us. Compassion is at the heart of everything we do.

TRUSTWORTHY - We are open, honest and respectful in all that we do – earning the trust placed in us every day.

The Position

All staff at Bendigo Health should have, or aspire to the personal qualities, knowledge and skills as described in the Bendigo Health Staff Capabilities Statement. Refer to link at top of page.

- To undertake the full range of preparation, cooking and baking of quality `home-like' cooked meals for residents.

Responsibilities and Accountabilities

Key Responsibilities

Specific responsibilities:

- Preparation, cooking and baking of all meals for the Gibson Street Group.
- Ensure compliance with cleaning protocols are adhered to.
- Work together with the Nurse Unit Manager to ensure compliance with Food Safety Program Guidelines and Nutrition and Food quality standards for Victoria Hospital and Aged Care
- Liaise with Chef and RS Food Services Manager to ensure the Gibson Street Group kitchen is compliant with the food services registration obligations as per Food Act 1984.
- Implement and comply with Bendigo Health Policies and Procedures.
- Plan, implement and evaluate a well-balanced seasonal menu with resident feedback, Dietetic and Speech pathologist consultation.
- Co-ordinate the ordering of goods and supplies as necessary with the emphasis on fresh produce wherever possible.
- Report any maintenance requirements of the facility.
- Provide a safe environment for residents, staff, family and visitors to the facility.
- Maintain accurate records, statistics and reports as needed.
- To support the Chef and the food services assistant staff, to provide all food safely.
- When required, back fill of Chef position for unplanned or planned leave.
- Carry out other tasks as delegated by the Chef.

Organisational responsibilities:

- Ensure compliance with Bendigo Health risk management policy and guidelines.
- To promote the Bendigo Health within, and external to the organisation.
- To communicate effectively within and external to Bendigo Health.
- To promote practices, which comply with the policies and procedures of BH and actively participate in the maintenance of relevant policies and procedures to ensure best practice.
- To participate in service development as required.
- To participate in team/departmental meetings and other organisational meetings as required.
- To participate in staff development and training as required including annual mandatory training fire/emergency, corporate orientation, Hand hygiene, Emergency response, Workplace behaviour, Unconscious Bias, NDIS worker orientation, Elder abuse /SIRS/Incident Management, Food safety, allergens and other education as provided by clinical Educators.
- To maintain a personal record of activities completed.

Residential services specific activities

- To maintain a practical working knowledge of Aged Care legislation inclusive of the Aged Care Quality Standards.
- You are required to notify your employer and document all incidents of alleged or suspected assaults (including unreasonable use of force and unlawful sexual contact) so that the appropriate response can be undertaken to ensure the health, safety and wellbeing of residents, and to meet record keeping responsibilities under the Act.
- The law also requires staff to report missing residents in certain circumstances so Bendigo Health can respond in line with legislation.

Key Selection Criteria

Essential

1. Certificate in Food Safety Supervisor
2. High level experience in cooking/procedures
3. Demonstrated ability to organise, plan and implement meals
4. Sound appreciation of key concepts of Food Safety, Occupational Health and Safety, Infection Control and Quality Assurance Principles
5. Ability to cook a wide range of home-style cooking to meet the dietary requirements including cultural and textural modifications
6. Ability to operate in an environment of change
7. Ability to work as part of a team as well as independently
8. High level of self-confidence
9. Ability to interact and communicate with a diverse range of people at all levels
10. A personal approach which is positive, enthusiastic, friendly and helpful

Generic Responsibilities

All Bendigo Health staff are required to:

- Adhere to the **Victorian Government's Code of Conduct**
- Uphold **Occupational Health and Safety** responsibilities, including self-care, safeguarding others, and participating in safety initiatives and reporting.
- Comply with all **Bendigo Health policies and procedures**, including those related to clinical, managerial, and standard work practices.
- Follow **Infection Control** procedures to prevent cross-contamination and ensure the health and safety of all.
- Maintain **strict confidentiality** regarding all organisational, patient, and staff information.
- Engage in **continuous quality improvement** activities aligned with the National Safety and Quality Health Service Standards (NSQHSS).
- Recognise and respect **diversity**, fostering inclusive practices in the workplace and service delivery.
- Support research activities in alignment with the National Clinical Trials Governance Framework to ensure high-quality, safe, and ethical clinical trials and research practices across Bendigo Health
- Staff must carry out all lawful and reasonable directions and comply with relevant professional standards and ethical codes.

- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Bendigo Health.
- Maintain ability to perform the inherent requirements of this role. Inherent requirements are the essential tasks necessary to perform this role, including reasonable adjustments. Bendigo Health is committed to a safe workplace that supports all employees. The role may require specific physical and cognitive abilities, which can be discussed with the manager during recruitment or at any time. We understand that personal circumstances can change and impact your ability to meet these requirements; additional policies are available to guide you through this process. Please request the relevant procedures for more information.

All Bendigo Health sites, workplaces and vehicles are smoke free.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Bendigo Health's discretion and activities may be added, removed or amended at any time.