

Position Description

Position Title	Senior Chef
Position Number	30009796
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 2021-2025
Classification Description	Chef GC
Classification Code	RG7
Reports to	Manager Food Services
Management Level	Tier 4 - Shift Managers, Team Leaders & Supervisors
Staff Capability Statement	Please click here for a link to staff capabilities statement
Mandatory Requirements	<ul style="list-style-type: none">• National Police Record Check• National Disability Insurance Scheme (NDIS) Check• 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](#)

Our organisation is a child safe organisation, committed to the safety and wellbeing of all children and young people. All Aboriginal and Torres Strait Islander adults, children and families will be supported to express and be proud of their culture in an environment that is culturally safe and supported.

Our Vision

Excellent Care. Every Person. Every Time.

Our Values

CARING – We care for our community,

PASSIONATE – We are passionate about doing our best,

TRUSTWORTHY - We are open, honest and respectful

The Position

Responsible for preparing, cooking, and baking high-quality, home-style meals for residents. This role also includes supervising and supporting the Assistant Cook and food service staff to ensure that all food preparation and service practices meet established food safety guidelines and standards.

Responsibilities and Accountabilities

Key Responsibilities

- Prepare, cook, and bake all meals for residents.
- Plan and evaluate balanced seasonal menus with resident feedback and clinical consultation.
- Coordinate ordering of goods and supplies, prioritizing fresh produce.
- Ensure adherence to all cleaning protocols.
- Work with the Nurse Unit Manager to maintain compliance with Food Safety Program Guidelines and nutrition standards.
- Ensure kitchen compliance with food service registration obligations under the Food Act 1984.
- Follow all Bendigo Health policies and procedures.
- Report facility maintenance needs.
- Maintain a safe environment for residents, staff, families, and visitors.
- Keep accurate records, statistics, audits, and reports
- Supervise and support the assistant cook and food service staff to ensure safe food delivery.
- Comply with Bendigo Health risk management guidelines.
- Represent and promote Bendigo Health internally and externally.
- Communicate effectively within and outside the organisation.
- Support and uphold Bendigo Health policies and contribute to their ongoing improvement
- Participate in service development, departmental meetings, and organisational activities.
- Complete required staff development and annual mandatory training
- Maintain working knowledge of Aged Care legislation and the Aged Care Quality Standards.
- Report and document all suspected or alleged assaults in accordance with legislative requirements.
- Report missing residents as required to ensure an appropriate organisational response.

Key Selection Criteria

Essential

1. Certificate in Food Supervisor Handlers Hygiene or equivalent.
2. High level experience in cooking/procedures (3 years' experience preferable)
3. Certificate III or IV in Commercial Cookery

Desirable

4. Demonstrated ability to organise, plan and co-ordinate the required menu consistent with Nutrition and Food quality standards for Victoria Hospital and Aged Care
5. As the food safety supervisor of the complex maintain and implement Food Safety, Occupational Health and Safety, Infection Control and Quality Assurance Principles
6. Demonstrated commitment to ongoing professional development.
7. Excellent interpersonal and communication skills with all levels within the organisation including ability to effectively.
8. Ability to operate in an environment of change.
9. High level of self-confidence.

10. A personal approach which is positive, enthusiastic, friendly and helpful.
11. Ability to give excellent customer service to both internal and external customers.

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.
- 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.