

## Position Description

Position Title	Cook
Position Number	30028879
Division	Community and Continuing Care
Department	Environmental Services
Enterprise Agreement	Health And Allied Services, Managers and Administrative Workers (Victorian Pub Sector)(Single Interest)EnterpriseAgreement 2021-2025
Classification Description	Cook Second GC
Classification Code	RH3
Reports to	Manager – Environmental Services
Management Level	Non Management
Staff Capability Statement	Please click here for a link to <a href="#">staff capabilities statement</a>
Mandatory Requirements	<ul style="list-style-type: none"> <li>• National Police Record Check</li> <li>• National Disability Insurance Scheme (NDIS) Check</li> <li>• Drivers Licence</li> <li>• Immunisation Requirements</li> </ul>

## 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

The Cook at Aged Care Residential Services is responsible for the preparation, cooking, and baking of meals for residents. This includes contributing to the planning and delivery of well-balanced, seasonal menus that meet residents' nutritional requirements, dietary needs, and texture-modified diets.

The role requires strict adherence to food safety standards, hygiene and cleaning protocols, and the accurate completion of records related to food preparation, safety monitoring, and kitchen operations. The Cook works collaboratively with co-workers and food services staff to ensure the safe, consistent, and timely delivery of all meals.

A sound understanding of aged care legislation and compliance with the Aged Care Quality Standards is essential.

## **Responsibilities and Accountabilities**

### **Key Responsibilities**

- Prepare, cook, and bake all meals for the Golden Oaks complex in accordance with food safety, nutrition, and quality standards.
- Plan, implement, and evaluate well-balanced seasonal menus in consultation with residents, Dietitians, and Speech Pathologists.
- Ensure compliance with the Food Safety Program, Food Act 1984, Bendigo Health policies and procedures, and Victorian Hospital and Aged Care nutrition standards.
- Work collaboratively with the Nurse Unit Manager, Chef, RS Food Services Manager, and food services staff to ensure kitchen compliance, safe food handling, and consistent meal delivery.
- Coordinate ordering of food and supplies, prioritising fresh produce where possible.
- Maintain cleaning standards, provide a safe environment for residents, staff, visitors, and promptly report maintenance issues.
- Maintain accurate records, reports, and documentation related to food safety, operations, and incidents.
- Support the Chef and food services assistants, including backfilling the Chef role when required, and undertake other delegated duties.
- Comply with Bendigo Health risk management frameworks, policies, procedures, and actively contribute to service development and continuous improvement.
- Communicate effectively within and external to Bendigo Health and promote the organisation positively.
- Participate in team meetings, staff development, and all mandatory training requirements.
- Maintain a working knowledge of Aged Care legislation, including the Aged Care Quality Standards.
- Report and document incidents, suspected assaults, missing residents, and other notifiable events in accordance with legislative and organisational requirements.
- Maintain accurate personal records of training and activities completed.

### **Key Selection Criteria**

#### **Essential**

1. Certificate III in Commercial Cookery or equivalent
2. Certificate in Food Safety Supervisor or equivalent

3. High level experience in cooking/ food preparation

## Desirable

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

## 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.*