

Position Description

Position Title	Chef
Position Number	30008576
Division	Aged Care, Public Health, Aboriginal and Diversity Services
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	Non Management
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

The residential services team provide high quality of care in all our residential care facilities. Our homes accommodate and care for some of the most vulnerable older people in our community. The team strives for service excellence through innovation and constantly monitoring our care standards and seeking to do things better.

Responsibilities and Accountabilities

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

Key Responsibilities

- Preparation, cooking and baking of all meals for the Gibson Street Group.
- 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
- Ensure compliance with cleaning protocols are adhered to.
- Work together with the Residential Service Food Services Manager to ensure compliance with Food Safety Program Guidelines as the food safety monitor.
- Liaise with RS Food Services Manager to ensure the Gibson Street Complex kitchen is compliant with the food services registration obligations as per Food Act 1984.
- Implement and comply with Bendigo Health Policies and Procedures.
- 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.
- Supervise and support the assistance cook and the food services assistant staff, to provide all food safely.
- Ensure compliance with BH 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 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 and other education as provided by clinical Educators.
- 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 Supervisor Handlers Hygiene or equivalent.
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. Demonstrated commitment to ongoing professional development.
7. Excellent interpersonal and communication skills with all levels within the organisation.
8. Ability to operate in an environment of change.
9. Ability to work as part of a team as well as independently.

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.