



POSITION DESCRIPTION

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| Date | November 2022 |
| Position Title | Chef |
| Division | Clinical, Perioperative and Support Services - (Hotel Services) |
| Reports to | Manager, Hotel Services |

SECTION 1

Mission, Vision and Values

Mission: - To deliver the highest quality healthcare experience for patients

Vision: - To be the preferred choice of Doctor's, Staff and Patients, recognised for the provision of high-quality medium acuity surgical services and palliative care.

Values: Bethesda Health Care is committed to and promotes the following values:

- Teamwork – we create an environment of unity and togetherness
- Respect – we recognise and acknowledge the uniqueness and value of every individual
- Integrity – we demonstrate honesty and trust
- Compassion – we work to express God's love through a caring expression of kindness, tolerance and tenderness
- Excellence – we excel in all that we do so that we can promote the mission of our hospital
- Professionalism – we have pride in the high level of care and service we offer

Staff are expected to demonstrate these values in the way they work and to live the positive behaviours as described in the Bethesda Health Care Code of Conduct and to contribute to and promote the positive working culture of the organisation.

SECTION 2

Position Summary and Role Purpose

The Chef/Demi Chef is committed to ensuring all hospital catering supplies are carried out in line with all Food Safe standards as well as managing the kitchen and associated areas while working collaboratively with catering staff, patients and other users while contributing to the achievement of overall strategic objectives of the organisation.

SECTION 3

Key Working Relationships

| INTERNAL | EXTERNAL |
|-------------------------|--------------------------------------|
| Chief Executive | Contractors |
| The Executive Team | Food, laundry and cleaning suppliers |
| Manager, Hotel Services | Patients |
| Head Chef | Coffee Shop customers |
| Clinical Nurse Managers | |
| Department Managers | |

Teamwork, Respect, Integrity, Compassion, Excellence, Professionalism

| | |
|-----------|--|
| All staff | |
|-----------|--|

SECTION 4

Key tasks, Responsibilities, Outcomes and Activities

Preventing and Controlling Health Care associated Infection

- Perform hand hygiene
- Maintaining Food Safe protocols

Key tasks

- Assisting Head Chef in running the catering services on day-to-day basis
- Successful management of the kitchen operations in the absence of the Head Chef
- Initiating and supporting quality activities within the department
- Actively participating in decision making and implementing
- Investigating and raising work orders for equipment within the department for safety and quality in the absence of the Head Chef
- Taking an active part in development of new menus
- Ordering and maintaining stock in the absence of the Head Chef
- Adhering to documentation procedures related to Food Safe and supervision
- Ensuring Safety and OSH requirements are being met within the department
- Assisting in special diets as required
- Managing catering functions special events and requests
- Bulk cooking and specialized catering

SECTION 5

Health, Safety and the Environment

- Adhere to policies, procedures and standard operating procedures
- Report incidents, hazards and injuries
- Use personal protective equipment as required and directed
- Raise OSH issues with OSH representative/s
- Promote a safe work environment by assessing the work environment and not misusing or bypassing systems of equipment

SECTION 6

Quality and Risk

- Record initiatives and issues in Riskman
- Abide by Bethesda Health Care's Code of Conduct, Occupational Health and Safety legislation, Equal Opportunity Act
- Complete mandatory training and participate in development reviews

SECTION 7

Partnering with the Consumer

- Acknowledging patients, responding to general non-clinical queries, providing assistance as appropriate, encouraging the use of formal feedback systems

SECTION 8
Selection Criteria

| Qualifications |
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| <p>Essential</p> <ul style="list-style-type: none"> ▪ Qualified Chef ▪ Current Police Check (no more than 6 months old) <p>Desirable</p> |
| Knowledge |
| <p>Essential</p> <ul style="list-style-type: none"> ▪ Foodsafe Standards ▪ Food costing and menu planning ▪ OSH legislation and requirements ▪ Infection Control principles and practices ▪ Quality improvement and risk management frameworks <p>National Safety and Quality Health Service (NSQHS) Standards (related to food service)</p> |
| Skills |
| <ul style="list-style-type: none"> ▪ Well-developed organisation and time management skills ▪ Computer skills in work processing and spreadsheets ▪ Customer focused with ability to enhance the patient experience |
| Experience |
| <p>Essential</p> <ul style="list-style-type: none"> ▪ Post Apprenticeship experience ▪ Working in a multidisciplinary team <p>Desirable</p> <ul style="list-style-type: none"> ▪ Experience in a service industry ▪ Health sector and or Private Hospital ▪ 5 Star Hotel |

SECTION 9
Acceptance of Position Description

Employee

Date



Manager

Date