



**GOODWIN**  
THE BETTER LIFE CHOICE

## POSITION DESCRIPTION

### CHEF

#### About Goodwin

Goodwin Aged Care Services has a strong vision, mission and set of values for the delivery of good quality accommodation and care support to older people. This service is delivered at three residential aged care facilities – Ainslie/Farrer/Monash, a community program supporting people in their own home and independent self-care units for residents in a retirement village setting.

#### Role (Purpose of Position)

The Chef works with and under the direction of the Head Chef to ensure our catering services are delivered to meet the required standards for food preparation, hygiene, delivery, resident care and resident nutritional needs. This is through the preparation and delivery of all food services in the Aged Care Facility Dining Rooms.

#### Responsibilities (Major Accountabilities)

The responsibilities of this position are:

##### Food Service

- The quality of catering – nutrition, hydration, dietary needs and personal preferences
- Planning for catering – resident meal menus, daily food plans, external requests
- Preparation and delivery of all food services in a timely and efficient manner
- Order foodstuffs / other goods for the efficient operation of kitchen and dining area
- Ensuring the kitchen, dining room and surrounds are cleaned to required standards.

##### Working in a Team

- Undertake allocated shift tasks and support the team to complete shift work tasks
- Maintain and develop professional working relationships with all colleagues
- Provide support and training assistance to new employees
- Work under the direction of the Head Chef

##### Relationships

- Maintain and promote Goodwin's reputation as a quality organisation
- Maintain the customer service culture and present professionally

##### Service Improvement

- Contribute to improving the overall quality of food services

##### Personal Development

- Undertake skills and competencies training relevant to the roles and attend required training sessions and meetings



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### Reporting

- This position reports to the Head Chef

### Selection Criteria

#### Essential Skills and Qualifications

- Certificate III in Catering or Commercial Cookery
- Knowledge of health and nutritional needs of older people
- Ability to work with limited supervision
- Understanding of HACCP and Work Safety requirements
- Strong interpersonal skills and ability to communicate with a range of stakeholders

#### Desirable skills and Qualifications

- Experience as a Chef in an Aged Care Facility

#### Other Attributes

- Works well individually and as a team member building solid relationships
- Adapts to changing environments and demands
- Enthusiastic, energetic, projects a positive image and commitment
- Good attention to detail, efficiency and effectiveness
- Maintain good spirits even in adversity, possess stamina and robustness.

### Position Approval

This position is an approved position at Goodwin – GACS Supervisor Level One

CEO Signature

Date 30 / 3 / 2011