



Job Title: Cook Manager

Fraction of Time: 7.6 hours per week, Permanent Part-time

Award: Miscellaneous Award Level 4

Reports to: MADCA CEO

Location: Milang Old School House Community Centre and Milang Lakeside Butter Factory

Job Purpose: The Cook Manager supports the Milang and District Community Association Inc Chief Executive Officer in leading the catering services within Association programs including Lakes Home Care, Milang Old School House Community Centre and Milang Lakeside Butter Factory. The role is to plan, prepare and deliver food services to aged care clients, customers and visitors, and adhering to quality, food safety guidelines and relevant legislation.

The position of Cook Manager is part of an integrated team of people working within an established and agreed framework. The team may include paid staff, trainees and volunteers.

As an equal opportunity employer, we value diversity and are committed to fostering a workplace that is respectful, welcoming and inclusive where people are supported to draw strengths from their identity, culture and community. We value the integral dignity of each person and we encourage applications from First Nations peoples, people living with a disability, LGBTIQ+ people, people who have come to Australia as migrants or refugees and veterans.

Key Responsibilities:

1. Excellence in Service Delivery:

- Plans, prepares and oversees the preparation of meals for
 - the weekly Friday Feast (mainly for Lakes Home Care customers)
 - take away fresh and frozen meals for Lakes Home Care Customers that meet the individual needs of diners including special dietary requirements, allergies and culturally specific requirements
- Maintains high levels of satisfaction with food services by ensuring all meals prepared and served are fresh, well presented, appetising and aromatic.
- Is the key point of contact for external food safety authorities
- Implement a system to monitor and continuously improve food service.

- Ensures all catering equipment is maintained in accordance with WHS requirements, manufacturer's guidelines, the Food Act, and food handling regulations and guidelines.
- Communicates equipment breakdowns and malfunctions as well as providing recommendations for equipment up-grading and replacement to Management.
- Ensures the cleaning schedules and ongoing cleaning practices (including spillage cleaning) are adhered to in accordance with the Food Safety Program.
- Actively monitors all areas relating to the hospitality environment as work is performed, ensuring that any hazards (e.g. spills, breaks) are addressed promptly and areas are kept clean and slip free.
- Ensures compliance throughout the kitchen and associated food service/storage areas as per Food Safety Program, legislative; statutory regulations and the Aged Care Quality Standards.
- Is the qualified Nominated Food Safety Supervisor for the home and as such is accountable for ensuring that the food service complies with all relevant food safety standards and codes.
- Completes and signs all relevant food safety record forms as per Calvary National Food Safety Program.
- Identifies any potential food safety hazards and puts control measures in place to prevent them by conducting monthly audits as per FSP.
- Provides leadership and coaching to the team of staff, trainees and volunteers
- Ensures all team members receive the education and training on the correct food safety practices.
- Ensures systems are in place to manage infection prevention and control within the food preparation and servery areas.

2. Excellence in Service Development:

- Be proactive in identifying potential opportunities for quality improvements in all aspects of service delivery.
- Be part of a culture which encourage residents, their families and friends, members of the community and work colleagues to raise concerns, suggestions and complaints and see these as opportunities to improve the quality of our work.
- Utilise company resources in an effective and efficient manner including monitoring food wastage.

3. People and Culture:

- Practice in accordance with MADCA and relevant Government policies and procedures, the position description, Code of Conduct and industrial agreements.
- Work in accordance with the mission and vision of MADCA and actively participate in developing a culture that promotes MADCA's values of healing, hospitality, stewardship and respect.
- Respect each person's privacy, dignity and confidentiality when providing services

The above list is not exhaustive, and the role may change to meet the overall objectives of the program and the organisation.

Qualifications and Skills:

Essential

- Certificate III in Commercial Cookery (minimum) or significant experience in a similar role
- Knowledge of the various legislative and regulatory requirements relevant to the catering service within the aged care sector.
- Working knowledge of menu planning, ordering, managing stock levels, IDDSI, staff supervision and allergen management.
- Food Safety Supervisor Certificate (Health Care Competencies)
- Current National Police Check
- Statutory Declaration re: Criminal History and suitability for employment
- Current valid Australia Work Rights

Desirable

- Experience in an Aged Care environment
- Experience in working with Volunteers
- Experience in supporting trainees who are completing Cert III Hospitality Qualifications on the job.

Working Conditions: The Cook Manager will be required to work initially on a Friday for the purpose of the Community Lunch (Friday Feast) and to support the other activities within MADCA, hours may be increased with occasional evening or weekend work as required. The role is based in Milang primarily at the Community Centre and Butter Factory.

Salary and Benefits: The salary for this position will be in line with Miscellaneous Level 4, with salary packaging available. MADCA offers a range of benefits including flexible work arrangements, professional development opportunities, and a supportive and inclusive workplace culture.