



## POSITION DESCRIPTION

**POSITION TITLE:** Cook

**LOCATION:** Italian Day Centre – Hobart: 81 Federal Street, North Hobart TAS 7000  
Italian Day Centre – Launceston: 414 Westbury Road, Prospect TAS 7250

**SUPERVISOR:** Head Chef (Hobart)  
Service Coordinator (Launceston)  
*Please note: Cooks based in Launceston are also required to liaise with the Head Chef regarding menu preparation.*

**OTHERS REPORTING TO THIS POSITION:** Nil

**SALARY:** Restaurant Industry Award 2010 Level 2, Cook Grade 1

**POSITION TYPE:** Casual, nominally 8 hours per week

### PURPOSE OF POSITION:

- To prepare, cook and assist in serving ethnically-appropriate meals for clients attending the Italian Day Centre;
- To prepare, cook and assist in packing meals for delivered meals clients;
- To maintain cleanliness and a clean working environment in the kitchen with regard to food safety.

### MAIN DUTIES AND RESPONSIBILITIES:

- Assist the Head Chef in preparing a menu for clients to both the Italian Day Centre and the Fresh Delivered Meals program.
- As part of a team, prepare and cook meals according to the predetermined menu.
- Assist in serving and packing of meals.
- Assist in receiving food orders delivered to the Italian Day Centre.
- Communicate and follow direction of supervisor; communicate with Meals Coordinator and volunteers involved in meals (servers and delivered meals drivers) to ensure efficient service delivery.
- Monitor stock control and report to supervisor when stock is low.
- Follow all food safety standards and protocols as per the Food Safety Program. Maintain a clean and safe workspace, and abide by workplace health and safety policies and procedures.
- Undertake training relevant to this position.
- Attend staff meetings as required to discuss and/or resolve workplace issues relevant to the position.



- Maintain privacy, confidentiality, respect and duty of care in dealing with clients.
- Follow direction and carry out additional kitchen tasks from supervisor.

## **SKILLS AND EXPERIENCE**

### **Qualifications:**

- Certificate II in Kitchen Operations, or other relevant vocational qualification in hospitality, or the equivalent in relevant experience.
- National police check certificate (current, within three years).
- Food safety certificate.
- First aid certificate (desirable).
- Fire safety certificate (desirable).

### **Experience and Skills:**

- Minimum three (3) years previous experience in a similar role/industry.
- Demonstrated knowledge of safe working practices in food preparation areas.
- Excellent written and verbal communication with strong liaison skills.
- Proficient in working as part of a team and following direction of a team leader.
- Highly motivated with attention to detail and exceptional organizational skills.
- Demonstrated ability in working under significant time pressures and meeting deadlines.
- Knowledge and experience in preparing and cooking meals catering for the needs of vulnerable groups (aged, frail, persons living with a disability, persons living with dementia, culturally and linguistically diverse persons, disadvantaged members of the community, etc).
- High level of knowledge and experience in preparing and cooking Italian cuisine, with significant knowledge of Italian culture, language and regional preferences highly desirable.
- Current full driver's licence (C Class).

## **WORKPLACE HEALTH AND SAFETY**

- This position completes tasks in the Italian Day Centre's commercial kitchen, of which there are many workplace hazards (fire hazards, sharp instruments, heavy objects, machinery, etc).
- This position requires standing for significant periods of time.
- The Italian Day Centre is a smoke-free workplace.

## **MANAGEMENT APPROVAL**

**Name:** E. Gardener

**Position:** Manager, Italian Day Centre (Hobart)

**Date of approval:** 17<sup>th</sup> November 2017