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## **POSITION DESCRIPTION**    **CASUAL MEALS ON WHEELS COOK**

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<b>POSITION</b>	Casual Meals on Wheels Cook
<b>EMPLOYMENT CONDITIONS</b>	<i>QLD Local Government Industry Award (Stream B) – State 2017</i> <i>Richmond Shire Council - Certified Agreement 2018</i>  <i>Queensland Employment Standards</i>
<b>SECTION / DEPARTMENT</b>	Richmond Aged Care / Community Development and Services
<b>LOCATION</b>	Richmond (may be required to work across the Shire)
<b>REPORTS TO</b>	Richmond Aged Care Coordinator
<b>SUPERVISES</b>	NIL

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### **POSITION OBJECTIVE**

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The primary purpose of this position is to direct, manage, supervise and assist in the preparation, packaging and delivery of up to 25 meals five days a week, including public holidays to elderly clients located in their own homes. Regular morning tea and lunch provision will also be required up to 4 times a week. This will be an autonomous role.

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### **KEY DUTIES AND RESPONSIBILITIES**

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Key duties and responsibilities include, but are not limited to:

- Prepare and cook the Meals on Wheels and Social Day meals when required.
- Distribute and collect client menu sheets
- Order food and cleaning products required for the activities of the Aged Care Program.
- Ensure the program operates within the WHS principles and practices (kitchen, chemical storeroom)
- Develop and maintain a sound working knowledge of the Richmond Aged Care Community Care Standards (including privacy and confidentiality requirements), and perform all duties in accordance with these.
- Manages the storage of Food
- Develop and apply a sound working knowledge of Work Health and Safety requirements, including identifying, reporting and resolving potential hazards in the client's home, working in a safe manner, reporting incidents as appropriate, and applying safe manual handling procedures.

- Ensure that all clients' requests are responded to appropriately in accordance with the Richmond Aged Care framework, having regard for "duty of care" provisions and the rights of other clients.
- Delivery of Meals on Wheels in a safe and timely manner
- Maintain Food Safety documentations to a high standard
- Participate in Food Safety Audits and Menu reviews
- Contribute effectively to communication within the team, ensuring that the Coordinator and colleagues are advised promptly of relevant issues, that guidance is sought as appropriate, and that the team is aware of planned activities, assistance required, clients' needs etc.
- Responsible for the cleanliness of hall toilets and floors, cement and laundry areas.
- Collect the MOW containers daily from the residents at the village
- Responsible for the laundering of t-towels and table cloths etc...
- Cleaning of kitchen, emptying rubbish daily Putting the wheelie bin out on Wednesday

#### **Vehicles and Premises:**

- Ensure that the Respite Centre and Seniors' Village at an acceptable standard of presentation and cleanliness at all times (including areas used for activity programs), and assist with laundry and cleaning as required.
- Identify any items of equipment needing repairs, maintenance or regular servicing and advise the Coordinator.
- Be fully aware of and able to assist with the Centre's emergency procedures, including the location and operation of all emergency equipment (e.g. fire extinguishers).

#### **Other:**

- Work effectively and proactively to support the Richmond Aged Care team, including assisting in training of new staff, participating at Team Meetings, and striving to achieve high standards.
- Participate in training as required, and make recommendations for training.
- Ensure that personal dress and hygiene are appropriate to the position, and that a name badge is worn while performing duties or otherwise representing Richmond Aged Care.
- Perform other duties as required.

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### **WORKPLACE HEALTH AND SAFETY RESPONSIBILITIES**

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All workers have a duty to familiarise themselves with and comply with statutory and Richmond Shire Council Workplace Health and Safety (WHS) requirements, including the WHS Management System, and WHS policies, procedures and work instructions.

In fulfilling this duty, workers are to:

- Take reasonable care for their own health and safety
- Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons
- Cooperate with all reasonable instructions, policies and procedures of Council, and follow safe work practices
- Identify hazards, conduct risk assessments, and take corrective actions to eliminate hazards where possible in the workplace, and/or report hazards and risks promptly to their Supervisor

- Establish and maintain a high standard of housekeeping and cleanliness within individual work areas and on Council property generally
- Report promptly to their Supervisor and assist with the investigation of all incidents within the workplace, including minor injuries, near-miss incidents and property damage.
- Report any incidents of bullying and/or harassment in the workplace promptly to their Supervisor or higher management
- Attend Weekly Staff Meetings and workplace health and safety training as required
- Correctly use and maintain tools, equipment and vehicles/plant
- Report any worn out or defective tools or equipment or problems regarding tools and equipment promptly to their Supervisor
- Correctly use and maintain all personal protective clothing and equipment supplied by Council
- Report any worn out or defective equipment or problems regarding Personal Protective Equipment promptly to their Supervisor
- Operate equipment and machinery with guards and safety controls operating and in place at all times
- Report promptly to their Supervisor if the employee does not have appropriate ticketing, licensing or training to undertake any designated task
- Report all problems with plant and equipment promptly to their Supervisor
- Report all problems with manual tasks, including signs of discomfort, promptly to their Supervisor
- Be familiar with the location of first aid kits, fire safety equipment, evacuation procedures, assembly points and key WHS personnel (e.g. Health and Safety representatives, Fire Wardens, First Aid Officers)
- Participate in workplace health and safety activities such as inspections, investigations, evacuation drills, meetings and risk assessments as required from time to time
- Report promptly to their Supervisor any physical or psychological conditions that may affect their ability to safely perform their duties
- Assist in the return to work process for themselves or any work colleagues following injury
- Do not misuse or interfere with anything which is provided in the interests of workplace health and safety
- Participate in workplace health and safety consultation meetings to discuss workplace safety in the department, in accordance with the *Consultation, Cooperation and Coordination Code of Practice 2011*.

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#### **KEY SELECTION CRITERIA**

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*Richmond Shire will be a community that strives to achieve a high quality of lifestyle for residents and visitors*

Fundamental to our service delivery to the community the Council is committed to the values of continuous improvement, people concern, teamwork, and financial management.

- High level of customer care is provided to clients.

- A professional, caring and courteous demeanour is maintained during the performance of duties.
- Appropriate application of Work Health and Safety measures.
- Appropriate consideration for client privacy and confidentiality.
- Documentation is completed and submitted as appropriate and in a timely manner (e.g. Food Safety Records).
- Appropriate performance of duties in accordance with the Richmond Aged Care Community Care Standards.
- Effective time management, including punctuality and reliability of attendance.

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#### **OTHER REQUIREMENTS AND CONDITIONS**

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##### *Essential:*

- Driver's licence – current C Class.
- Current First Aid and CPR Certificates or willingness and ability to obtain.
- Safe Handling of Food Certificate or willingness and ability to obtain.
- Ability to obtain and pass a National Police check every three (3) years.
- Maintain current vaccinations.

##### *Physical Requirements of the Position:*

- Manual work
- Assistance in lifting or moving the client as required.
- Driving.

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#### **PERFORMANCE STANDARDS**

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- Thorough knowledge of the methods of preparing meats and vegetables in quantity lots.
- Thorough knowledge of cooking times and the temperature of various foods and sanitisation.
- Ability to estimate food needs for a relatively large number of people and to requisition needed food items
- Ability to supervise personnel in proper food preparation and serving methods and to plan effective work methods in the kitchen
- Ability to maintain kitchen and work areas in a clean and sanitary condition
- Ability to rapidly acquire knowledge of, and adhere to, Richmond Aged Care Community Care Standards, including policies and procedures on confidentiality and privacy.
- Demonstrated knowledge of Workplace Health and Safety issues, including a basic knowledge of functional impairments experienced by older persons.
- Demonstrated experience with general reporting/documentation procedures.
- Knowledge and ability to operate within the traffic regulations as set down in the Queensland Transport and Main Roads legislation.
- Ability to work cooperatively in a team environment and with initiative when unsupervised.
- Above average communication skills (verbal and written) and conflict resolution skills characterised by patience, clarity, empathy and understanding.
- Ability to develop work routines, which are efficient and cost effective, and which the needs of the client group.
- Willingness to take responsibility for quality of work, improve personal performance, and to be accountable at all times.
- Willingness to engage in ongoing personal and professional development

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#### **INTELLECTUAL PROPERTY**

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Any literary work, computer program, invention, design, patent, copyright, trademark, photograph, diagrams, image, improvement or idea discovered, developed or produced by the employee in the course of employment is the sole property of Council and Council shall unless otherwise agreed have the exclusive right to use, adapt, patent and otherwise register it.

The employee following discovery, development or production of any literary work, computer program, invention, design, patent, copyright, trademark, photography, diagram, image, improvement or idea, shall immediately report it to Council to enable Council to ascertain whether it was discovered, developed or produced wholly outside and wholly unconnected with the course of employment.

The employee hereby assigns to Council by way of future assignment all copyright, design, design right and other property rights (if any) in respect to any literary work, computer program, invention, design, patent, copyright, trademark, photograph, diagram, image, improvement or idea developed by the employee in the course of employment.

The employee agrees that he/she will at the request and expense of Council complete all necessary deeds and documents and take all action necessary to vest any literary work, computer program, invention, design, patent, copyright, trademark, photograph, diagram, image, improvement or idea developed by the employee in the course of employment and obtain for Council the full benefit of all patent, trademark, copyright and other forms of protection throughout the world.

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**INFORMATION MANAGEMENT**

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The employee will comply with and effectively implement all legislative requirements and relevant Council Policies and Procedures pertaining to the collection, storage, use, disclosure, distribution and transfer of information, documentation and records that the employee produces, collects or is otherwise exposed to or becomes aware of through their employment with Council. With regard to personal information, the employee will collect only that information which is needed for a lawful purpose related to Council’s functions; issue verbal and/or written Collection Notices for the collection of personal information; and maintain current and accurate records. In addition, the employee will not intrude unreasonably on an individual’s private life or use illegal or unfair means to collect personal information, and will otherwise comply with the *Information Privacy Act 2009* and Council Policies and Procedures.

The employee will not divulge any confidential information about Council either during or after the term of their employment with Council.

“Confidential information” shall include any and all confidential information, data, reports, operations, dealings, records, materials, plans, statistics, finances, or other agreements and things (other than that which is already in the public domain), whether written or oral and of whatever type or nature relating to property, assets, liabilities, finances, dealings or functions of Council or any undertaking from time to time carried out by Council.

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**AUTHORISATION**

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Director: Mr Peter Bennett - Chief Executive Officer

Signature: \_\_\_\_\_

Date Originated: 22 April 2015

Date Reviewed: 07 January 2020

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Dated: \_\_\_\_\_