

Position Description

Title	Cook
Business Unit	Gippsland Youth Residential Rehabilitation Program
Location	10 Northern Avenue, Traralgon
Employment type	Part Time, Ongoing
Reports to	Program Manager

About Uniting

Uniting Vic.Tas is the community services organisation of the Uniting Church. We've been supporting people and families for over 100 years. We work alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

We empower children, young people and families to learn and thrive. We're there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We're proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we work in solidarity with Aboriginal and Torres Strait Islander people as Australia's First Peoples and as the traditional owners and custodians of this land.

We celebrate diversity and value the lived experience of people of every ethnicity, faith, age, disability, culture, language, gender identity, sex and sexual orientation. We welcome lesbian, gay, bisexual, transgender, gender diverse and non-binary, intersex, and queer (LGBTIQ+) people at our services. We pledge to provide inclusive and non-discriminatory services.

Our purpose: To inspire people, enliven communities and confront injustice

Our values: We are imaginative, respectful, compassionate and bold

1. Position purpose

Gippsland Youth Residential Youth Rehabilitation Program provides a 24 hours per day, 7 days per week residential services to young people aged 16-25 with a combination of Department of Health funding and client contributions.

The aim of the Gippsland Youth Residential Youth Rehabilitation Program is to:

- Provide support to the clients who have an experience of issues relating to their alcohol and other drug use or mental health.
- Support clients to achieve their recovery goals through peer and individual program activities and group work facilitation.

This role will contribute to the effective operations of the Gippsland Youth Residential Youth Rehabilitation Program through the provision of a quality food offer for clients through the ordering, stock control and effective and efficient kitchen operations. The position will also provide individual and group support in the context of individual meal plans, healthy eating planning and support for clients in the development of their cooking and meal planning skills.

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2. Scope

Budget: nil

People: nil

3. Relationships

Internal

- Program staff
- Other Uniting staff

External

- Collaborative partnerships within the local community, health and other service providers
- Clients, their family and other supports
- Other key stakeholders

4. Key responsibility areas

Provision of food preparation and service

- High quality food preparation and service
- Supporting the development of food recipes, portion sizes, menus and operates within the Food Safety Program
- Ensuring that menus are developed a minimum of two weeks in advance
- Investigating new and contemporary quality food products that suit clients
- Working with suppliers to improve product/s
- Stock and supplier rotation
- Understanding the health and dietary requirements of each client
- Liaising with dieticians regarding special needs
- Following a continuous improvement process, including critiquing quality and presentation on a daily basis
- Minimising wastage on a daily basis
- In consultation with the Manager, ensuring that appropriate and effective arrangements/options are in place for weekend food service
- Provide the opportunity for clients to work within the kitchen to further develop their skills
- Other duties as directed

Collaboration and Partnerships

- Work effectively and authentically as part of a team in assisting clients to achieve their cooking and meal planning skills
- Contribute to an inclusive workplace environment and culture which supports diversity, develops teamwork and ensures the provision of quality services for clients.
- Develop and maintain effective relationships within the team and with external stakeholders to ensure clients receive the highest quality, co-ordinated food service

People and teams

- Undertake regular supervision and performance review with line manager, providing feedback to promote collaborative working relationships
- Promote and maintain a positive, respectful and enthusiastic work environment.
- Provide authentic team leadership and the highest level of professional conduct in alignment with Uniting's values.

Financials

- Ensuring that all financial processing is implemented in line with organisational policies and procedures

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- Ensuring that food services are provided within the program budget.

Food Safety/Kitchen Operations and Maintenance

- Responsible for ensuring the cleanliness of the kitchen and dining area.
- Ensuring that all reasonable steps are taken to protect personal safety at work and avoid adversely affecting health or safety of any other person at the workplace.
- Ensuring that Food Safety Regulations are followed in all aspects of work.
- Recognising, preventing and alleviating potential food handling hazards.
- Maintain knowledge on contemporary accreditation, food safety standards and other regulatory requirement/s.

Legal requirements & risk management

- Ensure all legal, funder and statutory requirements pertaining to the position are met including serious incidents, reportable conduct, and mandatory reporting (child safety)
- Foster a culture where risks are identified and appropriately managed
- Report areas of serious risk to next level supervisor and work together to mitigate those risks.

Personal accountability

- Compliance with Uniting's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
- Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us.
- Ensure appropriate use of resources.
- Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting's values and professional standards of behaviour.
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
- Identify opportunities to integrate and work collaboratively across teams.
- Take reasonable care for your own health and safety, and health and safety of others (to the extent required).
- Promote a positive safety culture by contributing to health and safety consultation and communication.
- Promptly respond to and report health and safety hazards, incidents and near misses to line management
- Attend mandatory training sessions (i.e. equal employment opportunity, health, and safety) and mandatory training specific to position.
- Declare anything that you become aware of through the course of your engagement which may impede your suitability to work with children and/or young people.
- Declare any potential or actual conflict of interest that you become aware of through the course of your engagement:
 - Based on a relationship with a current member of Uniting's workforce
 - Based on my ongoing work with another organisation

5. Performance indicators

- All services are delivered in compliance with relevant Accreditation, Program Guidelines and Uniting Standards, Policies and targets are met.
- Stakeholder Management - There is regular and effective communication with the Team Leader, Mental Health Senior Support Worker, Mental Health Support Workers and referral partners.
- Collaboration with all workers is genuine and effective
- Reporting - Accurate and timely reports are provided in line with reporting timelines.

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6. Person specification

Qualifications

- Apprenticeship in cookery or in similar discipline completed (minimum Certificate III) or at least five years' experience in a similar role along with other additional appropriate training.

Experience

- Experience in taking responsibility in a single kitchen establishment
- Capacity to innovate and build menus to support client satisfaction
- Expertise in working directly with clients with complex needs
- Proven ability to work autonomously and as a member of a team
- Demonstrated ability to plan and prioritise to meet service delivery requirements
- Demonstrated ability to supervise volunteers and service users in day-to-day work.

Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values.
- Demonstrated ability to provide safe environments for children and young people and protect them from abuse and neglect.
- Competent interpersonal and team skills and behaviours incorporating verbal and written communication, flexibility, resilience and relationship skills.
- Ability to collaborate effectively with clients, families, colleagues, stakeholders and other service providers.
- Ability to work effectively within a team environment.
- Ability to communicate effectively with other professionals, families and the community.
- Strong consultative skills to make timely decisions.
- Good computer and data skills.
- Capacity to share information, participate in and contribute to team discussions.
- Valid Victorian Drivers Licence.

7. We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and relevant Working With Children Check (and NDIS Worker Screening Check where relevant) to your State prior to commencement of any paid or unpaid work and/or participation in any service or undertaking.

This position description is subject to review and may change in accordance with Uniting's operational, service and consumer requirements.

8. Acknowledgement

I have read, understood, and accepted the above Position Description

Employee

Name:

Signature:

Date: