



**Swan Hill  
District Health**

Connected Care. Best Experience.



*Inclusive*

*Compassionate*

*Progressive*

*Accountable*

## **Trade Cook Full Time (80 hours per fortnight)**

Want job security in an essential service? Want to say goodbye to late night shifts and terrible working hours! Then this is the perfect role!

### **About the role:**

We are looking for enthusiastic and motivated individual to fill a permanent position in our fun and supportive team. Reporting to the Food Production Manager this position is responsible for all aspects of food preparation, cooking and serving food for patients, staff and functions. While this is a well-structured service the role still allows you to demonstrate your creative flare in the Kitchen. The role is required to work within SHDH main kitchen and also Jacaranda Nyah West aged care facility.

### **Key Selection Criteria**

- Demonstrated reliability.
- Trade Certificate or experience in a commercial Kitchen.
- Flexibility to work a 7-day rotating roster.
- Driver's License.
- National Police Check.
- Salary in accordance with Health and Allied Services, Managers and Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2025.

### **Want More Info?**

For full Position Description and more information on this role, please visit:

<https://www.shdh.org.au/employment/vacancies/>

For enquiries please contact Kristy Coolahan, Food Production Manager on email:

[kcoolahan@shdh.org.au](mailto:kcoolahan@shdh.org.au) or ph: 5033 9270

**Salary Range** \$73,150 - \$80,000 per annum Grade 3 IN17 Trade Cook

### **How to Apply:**

For more information on how to apply, please visit:

<https://www.shdh.org.au/employment/how-to-apply/>

Please send your application to [employment@shdh.org.au](mailto:employment@shdh.org.au)

You will find the full position description containing the key selection criteria & application for employment form in the attached documents. Swan Hill District Health reserves the right to commence interview immediately upon receipt of applications.

*Swan Hill District Health reserves the right to interview and appoint a candidate prior to this date*

*Swan Hill District Health is an equal opportunity employer committed to diversity and inclusion. We welcome applications from Aboriginal and Torres Strait Islander people, people with diverse cultural and linguistic backgrounds and people with disability.*

<b>Position:</b>	<b>Cook/Trade Cook</b>
<b>Classification:</b>	Dependent on Qualification and experience
<b>Department:</b>	Food Production
<b>Reports to:</b>	Food Service Manager / Food Services Supervisor
<b>Position Summary:</b>	Food Preparation, Cooking, Serving of food for Patient, Staff and Functions and also to cover shifts at Nyah.
<b>Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Maintain High Standard and efficient service at expected trade level,</li> <li>• Prepare appetizing and nutritious meals as per the approved menu and in accordance with approved recipes.</li> <li>• Prepare appetizing and nutritious meals within the limitations of special therapeutic diet requirements as required.</li> <li>• Record and receive incoming goods,</li> <li>• Perform temperature check as per food safety plan,</li> <li>• Pay strict attention to personal and kitchen hygiene,</li> <li>• Perform other tasks at Swan Hill District Health and at Nyah Campus as required by the Food Production Manager or Head Chef,</li> <li>• Assist other food preparation staff in all facets of food preparation as required.</li> </ul>
<b>Key Selection Criteria</b>	<ul style="list-style-type: none"> <li>• Trade Certificate or several years' experience in a commercial setting</li> <li>• Food Handlers certificate or willing to obtain</li> <li>• Demonstrated reliability</li> <li>• Flexibility to work a 7 day rotating roster</li> <li>• Drivers License</li> <li>• Evidence of immunisation records/history as part of the Health Services Act 1988, 2020 Amendment (Mandatory Vaccination of Healthcare Workers), through either documentation or copy of serology report. It is required that there is immunization for all vaccine preventable illnesses.</li> <li>• Current National Police Check</li> </ul>
<b>Salary/Award:</b>	Health and Allied Services, Managers and Administration Officers Agreement
<b>Continuous Quality Improvement:</b>	<ul style="list-style-type: none"> <li>• Each staff member is expected to demonstrate a commitment to best practice.</li> <li>• All staff shall take responsibility for their own practice and share responsibility for creating and maintaining a system that provides safe, high quality health care.</li> <li>• All staff will participate in quality improvement activities aimed at improving patient outcomes and maintaining accreditation standards.</li> <li>• It is the responsibility of every staff member to be familiar with Health Service-wide and specific Department Policies &amp; Protocols.</li> </ul>
<b>Person Centered Care:</b>	<p>The Health Service supports in its values the philosophy of Person Centered Care to ensure all people, including health service providers, clients, their carers and family members are respectfully cared for and encouraged to participate in the provision of quality health care.</p> <p>Recognise diversity is part of every person &amp; as such providers of health care must be actively involved in developing models of care that are person</p>

	centered.
<b>Child Safety:</b>	<p>All children have the right to feel and be safe. Keeping children safe is everyone's responsibility. SHDH is committed to providing a child safe environment where children are safe and feel safe, and where their voices are heard about the decisions that affect them.</p> <p>SHDH have zero tolerance to child abuse.</p> <p>Each employee has a responsibility to adhere to this requirement. Any breach of this standard will result in disciplinary action.</p>
<b>Our Purpose:</b>	<b>Connected Care / Best Experience</b> SHDH commits to meet the growing health care needs of our community through our new vision to provide better-connected care and to achieve the best care experience.
<b>Privacy and Confidentiality:</b>	<p>SHDH are committed to protecting patient and staff privacy and confidentiality, as it is an important aspect of our commitment to providing high quality services. In accordance to both the Health Records Act and the Information Privacy Act, information should only be used and disclosed for the primary purpose of its collection.</p> <p>Each employee has a responsibility to adhere to SHDH's Privacy and Confidentiality Policy, as it is a condition of employment. Any breach of the rules of privacy and/or confidentiality relating to health service business, patients or medical records will result in disciplinary action.</p>
<b>Mandatory Training:</b>	All employees must be aware of and complete designated mandatory training within the required time frame.
<b>Safety:</b>	<p><b>RESPONSIBILITIES: It is the responsibility of every staff member to:</b></p> <ul style="list-style-type: none"> <li>• Take reasonable care for your safety and the safety of others while at work.</li> <li>• Report accidents, incidents and potential hazards as soon as reasonably practicable to your supervisor and record on VHIMS reporting system.</li> <li>• Advise your supervisor if you have an injury or illness that may affect your ability to perform the inherent requirements of your position.</li> <li>• Be familiar with emergency and evacuation procedures as detailed in the Emergency Procedures Manual.</li> <li>• Complete all Mandatory training requirements as identified and directed.</li> <li>• Comply with the Occupational Health and Safety Act and all SHDH O.H. &amp; S. online Policies and Procedures.</li> </ul>
<b>Asset Management:</b>	Staff with asset management responsibilities are required to adhere to the Asset Management Policy and Protocols.
<b>Review:</b>	Completion of My Work Plan on a yearly basis.
<b>Previous Revision dates:</b>	Nov 2021, Feb 22
<b>Current:</b>	Aug 22
<b>Managers Name:</b>	Kristy Coolahan
<b>Managers Signature:</b>	
<b>Employees Name:</b>	
<b>Employees Signature:</b>	