



## Wujal Wujal Aboriginal Shire Council Position Description

Position title	Aged Care Cook	Department	Aged Care
Job type	Casual	Direct Reports	0
Award Level	Stream B – Division 2 Section 1	Duration	Casual
Position number	4016	Location	Wujal Wujal
Reports to	Aged Care Coordinator	Closing	14.10.2024
Contact officer	Gina Manai – Aged Care Coordinator – <a href="mailto:communitycare@wujal.qld.gov.au">communitycare@wujal.qld.gov.au</a>		
About Council	<a href="https://www.wujalwujalcouncil.qld.gov.au/">https://www.wujalwujalcouncil.qld.gov.au/</a>		
Apply online	<a href="https://www.wujalwujalcouncil.qld.gov.au/council/employment/">https://www.wujalwujalcouncil.qld.gov.au/council/employment/</a>		

**Applications must include a one page summary about you and address the selection criteria. A detailed resume and copies of your qualifications.**

### Wujal Wujal Aboriginal Shire Council

Wujal Wujal is the local Kuku-Yalanji clan name meaning ‘many falls’, highlighting the many sacred waterfalls and multifaceted region of ranges, rivers and reef. Based North of Cairns and 70km south of Cooktown.

#### **Mission**

To serve the community by a sustainable and equitable delivery of services with a focus on local priorities and contribute to the economic development and improvement of the quality of life of residents.

#### **PRIMARY OBJECTIVE**

The Aged Care Cook is primarily responsible for planning, preparing, and cooking healthy and nutritious food in Council’s Aged Care Centre with a strong focus on food safety whilst promoting continuous improvement in line with the Aged Care Quality Standards.

#### **KEY DUTIES AND RESPONSIBILITIES**

- Provide nutritional services as per care plan to clients assessed as being eligible for aged care services
- Ordering and storing of stock, including stocktaking
- Ensure a safe and hygienically clean working environment
- Maintain records of service delivery as directed by the Aged Care Coordinator
- Plan and cook nutritious and healthy meals daily for the clients
- Clean the stove top and food preparation areas daily i.e. bench tops, floors, microwave, etc.
- Clean all utensils and pots after use
- Clean the fridges and freezer weekly and record temperature of fridge and freezer daily
- Other duties as directed by the Aged Care Manager, the CEO or their delegate.
- Work alongside of and support the care team to ensure that care is delivered with a team member’s scope of practice, is evidence based and is safe and high quality in line with policies and protocols.
- Adhere to Council’s Code of Conduct which sets out standard of behaviour required of Council employees.
- Work in a safe manner, report any unsafe conditions, events or incidents and comply with Councils safety management system, work method statements and operational procedures and practices and ensure **Community Care Service** employees also meet their WHS obligations.
- Implement and comply with all legislative and statutory requirements associated with the performance of the role and as a local government employee.
- Demonstrate positive customer service focus and treat both internal and external customers with courtesy and respect.
- Demonstrate positive communication skills, interact with all persons in a clear appropriate and respectful manner.
- Ensure all Council policies and procedures are followed, including Workplace Health and Safety requirements.
- Undertake tasks in an efficient and timely manner and suggest changes to improve operational and community outcomes.



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### SELECTION CRITERIA

#### ESSENTIAL

- Demonstrated experience in safe food handling practices including cooking healthy and nutritious meals for groups of people, including elderly people
- Ability to read and follow directions and established procedures in the Aged Care Centre
- Reliable, punctual attendance, personal integrity and motivation to achieve the requirements of the role
- Understanding and commitment to upholding a high level of cleanliness and compliance with the Food Safety Act 2006 and health and safety regulations including HACCP and FSANZ.
- Applicants should have a Food Handling Certificate, or the ability to obtain prior to commencement
- Applicants should have previous experience planning, preparing, and cooking food with a strong focus on food safety, whilst promoting continuous improvement in line with the Aged Care Quality Standards
- Good interpersonal skills, a friendly disposition and a positive attitude to work and quality care
- Good written and verbal communication skills
- Ability to work as part of an inter-disciplinary team
- Commitment and willingness to participate in continuing training related to the area of employment
- Ability to demonstrate the highest level of customer service and response
- Demonstrated commitment to quality improvement and evidence-based practice

#### DESIRABLE

- Relevant experience in Aged and Community Care
- At commencement of employment hold a relevant Cert III level qualification, or ability to complete a qualification within two years of commencing employment.

### QUALIFICATIONS, EDUCATION AND LICENCES REQUIRED

#### Mandatory:

- A current 'C' class Queensland car driver's licence
- A current Police Clearance

### WORKPLACE HEALTH AND SAFETY OBLIGATIONS

All Wujal Wujal Aboriginal Shire Council employees have an obligation to uphold workplace health and safety when working for the Council. Under Section 28 of the Work Health and Safety Act 2011("Act") an employee shall:

- take reasonable care for his or her own health and safety; and
- take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
- comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act; and
- cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.

All employees of the Wujal Wujal Aboriginal Shire Council will be required to uphold the obligations mentioned above. Additionally, any specific workplace health and safety issues that pertain to the type of work being performed including due diligence as outlined under section 27 of the Act.

### TO APPLY FOR THE POSITION

Please forward your application addressing the selection criteria to the contact officer referenced on the first page of this application.

### POSITION DESCRIPTION

<b>APPROVED BY</b> CHIEF EXECUTIVE OFFICER	Name: Kiley Hanslow		Date: 30/09/2024
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### ACKNOWLEDGEMENT OF UNDERSTANDING AND ACCEPTANCE

Please sign below if you have read, understood, and accepted the responsibilities of this position as outlined in this position description.

Name

Signature

Date



## Wujal Wujal Aboriginal Shire Council Position Description

**Signature:**