



Northern Peninsula Area Regional Council

Employment opportunity

HACC Kitchen Hand/Cook

Full Time

Employment opportunity

The Northern Peninsula Area Regional Council's mission is to support the provision of high standard local government services and economic growth of the Northern Peninsula Area through the sustainable use, development and management of land, water, and native vegetation resources, whilst protecting the rights and interests of both the individual and the communities.

Northern Peninsula Area Regional Council is seeking an experienced Kitchen Hand/Cook to join the Age Care and Home Services Section within our Community and Regulatory Services Department.

This position will follow a set nutrition menu as directed by the Service Coordinator/Manager in providing a healthy and nutritional meals for HACC Clients.

In this role you will have the opportunity to:

Daily

- Prepare and Cook nutritional Dinners for consumers
- Ensure hot and cold food is kept as per correct food temperature requirements
- Serve and pack food in a clean, safe, and hygienic state
- Wash up and wipe all dishes
- Clean and disinfect sink, tabletops, and benches
- Clean stove and oven
- Keep microwave clean
- Keep floor area clear and clean (sweep & mop daily)
- Empty bin and food scraps into the wheelie bin outside.
- Take kitchen linen for wash at the end of the day.

Weekly

- Clean fridge
- Clean pantry
- Check grocery items
- Every Monday compile list of grocery items required locally
- Every Monday compile fruit and vegetable order

Monthly

- Clean pantry cupboards and spray for insects
- Clean all kitchen cupboards and spray for insects
- Complete dry goods list – to be given to the Service Coordinator
- Complete meat order – to be given to the Service Coordinator
- Replace kitchen curtains with clean ones

Quarterly

- Assist Service Coordinator to plan/develop a new menu for the next three months
- Check freezer goods and remove all out-of-date items
- Check pantry groceries and remove all out-of-date items
- Clean ceiling fan blades
- Clean exhaust fan parts
- Clean windowsills and windows in kitchen
- Clean kitchen walls
- Check all kitchen ware – throw out broken items and advise Service Coordinator of replacement items required.

6 Monthly

- Defrost fridges and freezer

In return for your valued contribution, you will be rewarded with:

- Full Time
- \$51,536.96 per annum, plus 10% superannuation
- 38 hours per week position
- 5 Weeks Annual Leave
- 10-12 Days sick leave per annum
- Cultural Learning and development opportunities
- Employee Assistance Program

The successful applicant will have:

Selection Criteria

- Ability to cook, as well as knowledge of the kitchen
- Understanding of local indigenous knowledge
- Attention to Detail
- Ability to work as part of a team
- Basic Budgeting Skills
- Cleanliness
- Excellent communication skills

Are you ready to catapult your career?

For us to assess if you're the one we are searching for, it is mandatory that you submit your Resume, a Cover Letter and a Full statement of claims addressing the Selection Criteria and submit your application to hradvisor@nparc.qld.gov.au also hrmanager@nparc.qld.gov.au

The selection criteria can also be found on the Position Description, available to be downloaded from the vacancy on Council's website.

You may also contact the Human Resources Department on 07 40486614/07 40486 613 for more information.

Pre-Employment Screening:

Please note, prior to an offer of employment being made, recommended candidates will be required to undertake a medical assessment (including drug and alcohol testing). Council may also complete a range of other pre-employment checks, such as references, employment history checks, working with children checks or a criminal history check.

This position requires the completion of a satisfactory Criminal History Check - Police Certificate (Australia Wide Name Only Police Check).

AUSTRALIAN FIRST NATIONS APPLICANTS ARE STRONGLY ENCOURAGED TO APPLY

Applications Close: Wednesday 24th of January 2024



Northern Peninsula Area Regional Council POSITION DESCRIPTION

Position number	TBA	Date of last review	August 2022
Position Title	Kitchen Hand / Cook		
Award	<i>Queensland Local Government Industry (Stream B) Award – State 2017</i>		
Classification	Band 1 Level 1 or 2		
Division	Corporate Services		
Section	HACC		
Location	New Mapoon		
Employment Type	Full Time		
Hours of Duty	Maximum 38 hours per week		
Supervisor	HACC Coordinator		
Direct Reports	Nil		

ORGANISATIONAL ENVIRONMENT

Our Vision - Where do we want to be in 5 years?

Build a sustainable, culturally vibrant and connected community

Our Mission - How will we achieve our Vision?

By growing indigenous and local opportunities, enhancing, preserving, and protecting our unique physical environment and unique Cultural Heritage, prolonging, and enriching the lives of our People, promoting unity and leading multi-generational change.

Our Values - What do we believe in?

1. Community Focused
2. Respect and support for environment, culture, and our people
3. Transparency and accountability
4. Working with Stakeholders to plan and actively share responsibility for improving sustainable service provision for community
5. Providing a safe and healthy working environment

PRIMARY OBJECTIVE OF POSITION

This position will follow a set nutritional menu as directed by the Service Coordinator in providing a healthy and nutritional meals for HACC clients.

CONDITIONS OF EMPLOYMENT

The conditions of employment for this position are in accordance with the *Northern Peninsula Area Regional Council Certified Agreement 2019*, the *Queensland Local Government Industry (Stream B) Award – State 2017*, Council's policies and procedures, Council's Code of Conduct, and other legislative requirements.

WORK HEALTH AND SAFETY RESPONSIBILITIES

The employee shall comply, so far as is practicable, with:

- the *Work Health and Safety Act 2011* and associated Regulations and Codes of Practice
- Council's Workplace Health and Safety Policies and Procedures
- instructions given by their manager in respect of the Health and Safety of themselves and the Health and Safety of other persons

The employee is responsible for ensuring Council's WH&S Systems are implemented within their area of responsibility.

KEY ACCOUNTABILITIES

Daily

- Prepare and cook nutritional meals for consumers
- Ensure hot and cold food is kept as per correct food temperature requirements
- Serve and pack food in a clean, safe, and hygienic state
- Wash up and wipe all dishes
- Clean and disinfect sink, table tops and benches
- Clean stove and oven
- Keep microwave clean
- Keep floor area clear and clean (sweep & mop daily)
- Empty bin and food scraps into the wheelie bin outside.
- Take kitchen linen for wash at the end of the day.

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- Replace kitchen curtains with clean ones

Quarterly

- Assist Service Coordinator to plan/develop a new menu for the next three months
- Check freezer goods and remove all out-of-date items
- Check pantry groceries and remove all out-of-date items
- Clean ceiling fan blades
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6 Monthly

- Defrost fridges and freezer

Reporting requirements:

- Weekly cold food items order list
- Monthly dry groceries food items order list

- Monthly meat order list
- Quarterly menu planning meeting
- Record daily client meals register and submit to Coordinator on weekly basis.

SELECTION CRITERIA

- Ability to cook, as well as knowledge of the kitchen
- Knowledge and understanding of food safety and hygiene standards, and ability to implement in the workplace
- Understanding of local indigenous knowledge
- Attention to Detail
- Ability to work as part of a team
- Basic Budgeting Skills
- Excellent communication skills

KEY PERFORMANCE INDICATORS

- Completion of all duties (as noted above) in a timely and efficient manner
- Appropriate notification to supervisor in respect to work absences and leave requirements
- Compliance with all Council policies and procedures
- Compliance with food handling legislation requirements
- Compliance with the Council's Code of Conduct
- Compliance with relevant WH&S standards; Safe work practices developed and followed
- Modelled high standard of behaviour and work effort for others to follow
- Effective working relationships within team, Council staff and with community and external agencies; conflicts managed constructively.
- Knowledge of systems and standards used to continuously improve efficiency and effectiveness
- Demonstrated flexibility to shift priorities and move resources to other work to meet demand
- Effective working relationships maintained; conflicts dealt with constructively
- Build and sustain positive relationships with team members, stakeholders, and clients.
- Importance of workplace health and safety is understood and shared with others
- High standards of work quality and behaviour earned respect in the community and within NPARC
- High standards of work quality and behaviour that promotes NPARC within the community
- Help other team members when needed.

We agree that this Position Description accurately reflects the role.

Employee Name: _____ Signature: _____ Date: _____
(Print)

Manager Name: _____ Signature: _____ Date: _____
(Print)

Exec. Manager Name: _____ Signature: _____ Date: _____
(Print)