

MOSS POSITION DESCRIPTION
Chef/Cook - SHRIVINGS



POSITION	Chef/Cook - 0.79 FTE/30 hours per week.
CLASSIFICATION	Social and community services employee Level 4.3, commencing hourly rate \$38.54 generous conditions including immediate access to attractive salary packaging.
AWARD	Social, Community, Home Care and Disability Services Industry Award 2010 Merri Outreach Support Service ENTERPRISE AGREEMENT 2018 National Employment Standards
Union	Australian Service Union (ASU)
Reports to	Katrina La Rose - Program Manager
APPROVED BY	Rita Lawrence – General Manager
DATE APPROVED:	14 January 2021
SIGNED	_____
DATED	

Striving to End Homelessness
Sustaining housing and strengthening communities

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1. Organisational Context

Merri Outreach Support Service (MOSS) was established in 1989 with the aim of providing better access to support, housing and social options for people who experience homelessness or at risk of becoming homeless. The Agency also seeks to address the underlying social and structural causes of homelessness. This is the context from within which all decisions, policies and office procedures are developed.

MOSS provides a range of services to homeless and marginalised, men, women, and children in the North and West Metropolitan Region. The Agency is committed to providing the delivery of holistic team case management to a high needs cross target group.

Merri Outreach Support Service has a strong commitment to research and community development and all staff are expected to participate in these activities. Consumer participation is highly valued in the planning and management of the Agency. MOSS currently offers a number of services to homeless people and people experiencing housing vulnerability through a range of programs:

- Shrivings Social Support Group (SSG)
- Banyule Social Support Group (SSG)
- Northcote Social Support Group (SSG)
- Brunswick High Rise Volunteer Program
- Brunswick Older Persons' High Rise Support Program
- Northcote Older Persons' High Rise Support Program
- Housing Support for the Aged (HSAP)
- Hume Transitional Support Program
- Connections Program
- NDIS Support Coordination
- North and West Regional Children's Resource Program
- Bright Futures – Homeless Children's Specialist Support Service
- Transitional Outreach Support Team (TOST)
- Banyule Housing Support
- Intensive Case Management program (ICMI)
- Crisis Program (Crisis Response & Youth and Family)
- Darebin Assertive Community Outreach Program
- Catchment Youth Refuge

2. Position Summary

The role of the Cook is the preparation of meal for the participants of the (Shrivings) Adult Day Centre. This important role supports the frail, aged or permanently disabled consumer group who are eligible under Commonwealth Home Support Program and Home and Community Care Young People funding guidelines. Whilst the majority of participants are

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residents of the Barkly Street high rise building, the Adult Day Centre is also used by other residents of the City of Moreland.

The Cook is a member of a team of five workers: the Team Leader and three Social Support Group (SSG) Workers are responsible for operation of the Adult Day Centre. This program also works closely with the Volunteer Program based on site, including the Volunteer Co-ordinator and appointed volunteers. The team also liaises with the Older Persons' High Rise Support Program based at Barkly Street and any other support services in the provision of holistic support to consumers.

There are a diverse range of activities offered through the Adult Day Centre. These include craft activities, opportunities for celebration and social interaction, (gentle) physical activity, excursions and community participation. A core function is the provision of a cooked, nutritionally balanced quality meal each day prepared by the Cook. The SSG Workers help facilitate mealtimes. Emphasis is placed on activities which connect consumers to what is happening in the broader community through activities like footy tipping, celebrating Mothers/Fathers Day, Melbourne Cup Day, Grand Final Day, Show Day, Christmas and so on as well as marking personal celebrations such as birthdays. The Cook plays a role in celebrating these events through catering which reflects the respective occasion.

The Cook is required at all times to work within the policies and philosophical framework of Merri Outreach Support Service, the guidelines and standards of the funding body and to adhere to the highest professional and ethical standards in performing their duties and responsibilities associated with the position. It is imperative that the cook meets all relevant local and state Health Department regulations with respect to storage, preparation and service of food and maintaining a commercial kitchen. The Cook will be required to have or undergo Safe Food Handling and Food Supervisors training.

MOSS is seeking a cook who is vibrant, engaging, creative and will take on the kitchen as an extension of their own home. An ability to cook diverse, culturally specific meals will be an advantage. There are provisions for a kitchen garden program to be developed and we look upon a candidate who will bring energy and ideas to the program.

Agency catering upon requests for meetings and functions will also be required in the role.

3. Key Selection Criteria:

1. Demonstrated experience in the complete operation of a commercial kitchen for the provision of up to 50 meals in one sitting.
2. Demonstrated ability to plan menus and operate within a specified budget.
3. A current Safe Food Handling Certificate and Food Supervisor certificate are highly desirable.

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4. Demonstrated experience and highly developed skills in the provision of support to aged and frail or permanently disabled individuals.
5. Demonstrated ability to work as part of a team within a structured program, as well as the ability to work without supervision.
6. Demonstrated understanding of complex care needs and commitment to supporting older marginalised people and cater flexibly so they are able to continue to live interdependently in the community.
7. Demonstrate creativity, enthusiasm and generate ideas towards a vibrant social support program.

4. Additional Information

Office: This position is based at Shrivings - Adult Day Centre, 351 Barkly Street, Brunswick.

Hours of work: The hours of work are 8.00am – 2.00pm, Monday to Friday with the Adult Day Centre open Monday to Friday 9.30am – 2.30pm.

Website: www.merri.org.au

Occupational Health and Safety:

All employees are required to carry out their duties in a manner that does not adversely affect their own health and safety and that of others by reporting all incidents and injuries as well as co-operating with any measures introduced in the workplace to improve OH&S.

Equal Opportunity:

Merri Outreach Support Service is an Equal Opportunity Employer. All staff members have a responsibility to be familiar with MOSS's Workplace Bullying and Harassment Policy.

Diversity:

Merri Outreach Support Service is welcoming of applicants from diverse backgrounds and communities including Aboriginal and Torres Strait Islander people, people from Culturally and Linguistically Diverse (CALD) backgrounds, people who identify as LGBTIQ and people with disabilities.

Child Safe Organisation:

Merri Outreach Support Service promotes the safety, wellbeing and inclusion of all children and is committed to practices which instil a child safe culture.

Employment is subject to:

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- a current Working With Children Check
- a current Police Records Check
- a current Victorian Driver's Licence
- verification of qualifications
- Disability Worker Exclusion Scheme clearance

Privacy Notification:

We are collecting your personal information for the purposes of processing and considering your application for employment. We will use and disclose the information we collect from you only for these purposes. Unsuccessful job applications are retained for six (6) months and then securely destroyed. Your personal information is kept secure and confidential and managed in accordance with Merri Outreach Support Service's Privacy Policy and Confidentiality Policy.

5. Application process and contact information:

For more information about the position please contact: **Rita Lawrence 0417 507 458**. Additional information about Merri Outreach Support Service can be found on the website: www.merri.org.au

Please address the **Key selection criteria** in your application and include 3 referees, at least one of whom is a current/recent supervisor.

The closing date for applications is 5.00pm, Monday 1 February 2021

Please forward applications to:

Rita Lawrence
General Manager
Merri Outreach Support Service
279 High Street
Northcote VIC 3070

Or email: rita@merri.org.au

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6. Key Responsibility Areas

Consumer Services:

- Provide a cooked, nutritionally balanced quality meal each week day to participant in the Shrivings Adult Day Centre.
- Actively participate in team meetings.
- Work collaboratively with other support programs and services to enable holistic support for consumers.

Community Liaison and Networking:

- Actively and positively promote Merri Outreach Support Service and its programs to consumers and the broader service system.
- Be informed of resources and support services available to meet consumers' needs.
- Follow established protocols between Merri Outreach Support Service and partner agencies.
- Provide assistance and appropriate information to services we refer consumers.

Policy, Planning and Community Development:

- Identify areas of common need or themes affecting consumers and possible responses.
- Assist in regular reviews of program operations and ongoing development of the service including participation in planning days.
- Undertake implementation of improvements/changes in program operations as directed by management
- Maintain a broad understanding of government policies which have a direct impact on people accessing HACC, CHSP services or are NDIS participants.
- Contribute to the development of responses to government policy, and systemic issues which may affect consumers, as directed by management.
- Participate in Merri Outreach Support Service's Quality Improvement initiatives.

Reporting and Administration:

- Maintain program and consumer records as required.
- Maintain filing systems as required for effective function of the program.
- Timely recording of consumer information using database as required by the funding body.
- Assist management in the preparation of reports as directed.
- Submit for approval all expenses outside delegated level of financial authority.
- Maintain accurate records of accounts for the purchase of food stuffs, cooking equipment and any other related items purchased.
- Adhere to agency financial recording practices.

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Accountability:

- Work in accordance to Merri Outreach Support Service's Policy and Procedures Manual.
- Meet Home Care Standards and other accreditation standards requirements.
- Carry out duties in a manner that does adversely affect yours or others health and safety.
- Promptly report incidents/injuries/near misses that occur in the workplace to your team leader or manager.
- Be responsible to the Team, Program Manager, General Manager and CEO.
- Participate in Agency activities as directed.
- Actively participate in scheduled supervision with the Program Manager.
- Submit timesheets and leave application forms within required timeframes.
- Ensure currency of Safe Food Handling qualification required to prepare meals at the Adult Day Centre.
- Ensure the kitchen is maintained in a suitable condition which meets relevant local and state health department regulations.