POSITION DESCRIPTION

GROUP SERVICES Cook

ABOUT SPECTRUM

Spectrum Migrant Resource Centre Ltd (Spectrum) is a not-for-profit organisation, delivering culturally appropriate and responsive services to people with migrant and refugee backgrounds predominantly living in the Northwest Metropolitan region of Melbourne. Our service areas include migration and settlement, family relationship and parenting, social and economic inclusion, aged care, disability, and family carers.

Our Vision An inclusive Australia, a place where cultural diversity and community connection enhances the lives of all.

Our Mission We work together with people from migrant and refugee backgrounds, supporting their aspirations to arrive and settle well, stay connected, age with dignity and shape their own futures.

Our Purpose For everyone to 'feel at home'

Our Values ***Belonging***: We create spaces and foster relationships where people feel seen, heard and accepted.
Respect: We lead with empathy and care, always putting our people first, championing diversity and inclusion.
Connection: We work in partnership with people, communities and sectors to foster shared connections for the greatest impact.
Excellence: We are transparent, honest and accountable in all that we do.

POSITION CONTEXT

The purpose of the position is to collaborate closely with the Group Facilitator and clients to meticulously plan and curate a culturally authentic and nutritionally balanced monthly food planner, designed one month in advance. This involves preparing meals such as lunch, morning tea, and afternoon tea for clients, ensuring quality and adherence to dietary requirements. Additionally, the role entails purchasing all necessary ingredients each morning, fostering efficient teamwork with drivers, assistants, and facilitators. Moreover, the position requires staying updated with mandatory yearly training and diligently monitoring clients, promptly reporting any observed changes to the Facilitator or Program Coordinator for appropriate follow-up, thereby contributing to the overall well-being and satisfaction of the clients within the program.

POSITION INFORMATION	
Location	Level 5, 61 Riggall Street, Dallas, 3047 or Sunshine
Award	Social, Community, Home Care and Disability Services Award
Classification	Level
Employment Period	Ongoing
Hours of Employment	Part time

KEY RESPONSIBILITIES	
Strategy and Leadership	• Actively support an organisational culture that embeds Spectrum's Values and promotes accountability, good governance, and staff well-being. • Support people to do their best work. This includes providing to your team: clear direction, role and empowerment, feedback and coaching, professional development

KEY RESPONSIBILITIES	
	opportunities that build their capability and confidence, recognition and celebration of individual and team achievements. • Build team effectiveness by encouraging full participation by all team members and enabling engagement of staff in team decisions
Program Delivery	• Collaborate with the Group Facilitator and clients to develop a culturally authentic and nutritionally balanced monthly food planner in advance. • Procure all required ingredients for the day within the designated budget from the supermarket each morning. • Execute food preparation procedures in compliance with the organization's safe food handling program. • Maintain meticulous records of food temperatures in accordance with the Spectrum's Food Safety program. • Verify and adhere to special dietary requirements for clients with specific food needs. • Monitor clients closely for any changes and promptly report them to the Group Facilitator for appropriate follow-up.
Administrative requirements	• Provide feedback to the Facilitator based on the daily group evaluation notes. • Support the Facilitator in the preparation of monthly menu planners. • Document clients' menu preferences and incorporate them into the planner under the Facilitator's guidance. • Fulfill all mandatory training requirements as directed by the Organization. Maintain detailed records of food temperature in alignment with the Food Safety Program.
Quality improvement & compliance	• Stay updated on industry trends and make recommendations for optimising performance. • Support the development and use of clear, consistent, and transparent processes and internal controls and compliance. Regularly review processes and support the manager to make required changes to ensure streamlined and clear processes and controls.
Stakeholder Management	• Develop and sustain positive working relationships with key internal and external stakeholders.

KEY SELECTION CRITERIA	
Qualifications	• Certificate 3 in Aged Care Preferable. • Certificate 4 in Leisure and Lifestyle preferable. • Current First aid and CPR • Safe Food handling Certificate Essential Manual Handling, falls prevention and Infection Control Training
Skills & Experience	• Experience in working with the elderly essential. • Experience in cooking for large groups • Experience in working with people with Dementia • Proficient English verbal and written skills. • Bi-lingual • Able to work as part of a team Essential. • Understanding of the Aged Care Quality Standards and be able to implement them into work practice. • Understanding of safe food handling and demonstrated ability of safe food hygiene practice. • Proficiency in basic computer and smartphone operations.

KEY SELECTION CRITERIA	
Personal Qualities & Behaviours	• Demonstrates a positive, can-do attitude, fostering optimism and motivation within the team. • Exhibits the ability to work independently while also effectively collaborating within a team environment. • Possesses proficiency in cooking for large groups, delivering meals in a timely manner without compromising quality. • Displays strong planning and organizational skills to coordinate meal preparation efficiently. • Shows autonomy in decision-making while also being a supportive team player. • Maintains enthusiasm for cooking, showing passion and dedication to the culinary tasks at hand. • Executes tasks efficiently, managing a busy work schedule with timeliness and accuracy. • Engages warmly with others, demonstrating excellent interpersonal skills and a friendly demeanour. • Demonstrates sensitivity to the unique needs and preferences of older individuals, ensuring their comfort and satisfaction.
Mandatory Compliance Documents Required for this position	• Clear 'Police Check', within the last twelve months • Current Working with Children Check card ????? • Must satisfy all visa requirements for working in Australia. • Certificate 3 in Aged Care

KEY RELATIONSHIPS	
Department	Aged and Disability Team
Reports to	Group Services Team Coordinator
External	

KEY SYSTEM AND EQUIPMENT USAGE
• Microsoft Windows Office Suite

ADDITIONAL INFORMATION	
Work Health & Safety	All employees are required to take reasonable care for their own health and safety and that of other employees who may be affected by their conduct and are required to report all incidents and injuries as well as cooperating with measures introduced in the workplace to improve health and safety. Prior to any person being appointed to this position it will be required that they disclose full details of any pre-existing injuries or conditions that might be reasonably expected to affect their ability to perform the normal duties of this position. Such a disclosure will enable Spectrum to make reasonable adjustments to the work environment to ensure you work safely and productively.
Australian Work Rights	All employees must be permanent residents of Australia or hold a current, valid visa.
COVID-19 Mandatory Vaccination	To support the safety and wellbeing of our clients and our people, all people performing client facing roles are required to have up to date COVID-19 vaccinations, unless medically exempt.

ADDITIONAL INFORMATION	
National Criminal History Check	All offers of employment are subject to a satisfactory National Criminal History Check (NCHC) & Statutory Declaration.
International Criminal History Check	All offers of employment are subject to a satisfactory International Criminal History Check (as required). An International Criminal History Check will be required for individuals who have lived overseas for 12 months or more in the last 10 years.
Working with Children Check	All staff and volunteers working with children are required to have and provide a current Working with Children Check (WWCC) before commencing employment.
NDIS Worker Screening Check	All staff and volunteers working with people with a disability are required to have and provide the NDIS Worker Screening check before commencing employment.
Policies & Procedures	All employees must abide by the organisation's Policies & Procedures.

OTHER RELEVANT INFORMATION
This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. The Position Description is subject to review and modification by the manager, in response to the strategic direction of Spectrum, and the development of the skills and knowledge of the position.