

Position Description

CSE Catering Services

Position Details	
Manager:	Services & Community Manager
Report Directly to:	Services & Community Manager
EBA/Award:	The Aged and Home Care NSWMA and HSU NSW Enterprise Agreement 2014-2017
Last Reviewed	November 2016

Purpose of the Position

- Assist the Catering Team Leader to maintain a high standard of catering and presentation of food, ensuring that the dietary requirements of all residents are met.
- Ensure that the hygiene, food storage, food distribution and serving of meals are maintained at a standard that adheres to organisational guidelines.

Key Responsibilities

- Assist with the provision of the catering service to meet the residents' food requirements with emphasis on hygiene, food storage, food distribution and serving of meals.
- Assist with ensuring that the quantity and quality of food is stored, distributed and served as indicated.
- Assist the catering team leader with ensuring sufficient food supplies are available for the complex.
- Liaise with catering team leader, provide input to the preparation of seasonal menus.
- Ensure all equipment is cleaned and stored according to organisational guidelines.
- To report any defects in equipment or other hazards to the appropriate person.
- Follow safe work practices at all times.
- Participate in the staff development system.
- Participate in the organisations Continuous Quality Improvement Program.
- Assist in the achievement of operational goals within the organisation.
- Comply with all relevant Legislation.
- Comply with the organisations policies and procedures at all times.
- Work within the philosophy and framework of Strathearn.
- Participate and contribute to the ongoing Food Safety Program
- To undertake any other duties consistent with the scope of the position.
- Participate in the organisation's Health and Safety program through:
 - Following safe work practices and guidelines at all times
 - Attend compulsory Fire Education, Manual Handling Education, Infection Control Education and Safe Food Handling Education.
 - Participating in the implementation, monitoring and review of WH & S practices
 - Comply with WH & S policies and procedure and safe work practices.
- Reporting any matter promptly, together with any recommendations for remedial action to their immediate team leader.

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Qualifications, Knowledge/Skills, Selection Criteria	
Essential	<ul style="list-style-type: none"> • Skills from previous experience; • Demonstrated knowledge regarding nutrition and the importance of dietary requirements for the aged; • Demonstrated written and verbal communication skills; • Demonstrated ability to access and document required information; • Ability to work as part of a multi-disciplinary team; • Knowledge of relevant W.H.&S and Infection Control legislation.
Desirable	<ul style="list-style-type: none"> • Relevant qualifications; • Experience in meal preparation for the aged • Understanding of Continuous Improvement Programs.