

POSITION DESCRIPTION

POSITION: Catering Person (primary duties bakery and desserts)

ACCOUNTABLE TO: Catering Manager

STATUS: Full time (38 hours per week)

CLASSIFICATION:

INTRODUCTION

Shepparton Retirement Villages (SRV) is a non-for-profit community based organisation that was founded by the Rotary Club of Shepparton back in 1968. Since that time SRV has become the largest provider of aged care services in the Shepparton region.

SRV is responsible for the delivery of care across 346 residential aged care beds, 272 independent living units and provides home care services and short term restorative care elderly clients across the Shepparton and Hume Region. Services are delivered across 3 campuses; Rodney Park (Mooroopna), Kialla Gardens and Tarcoola (Shepparton). For further information, visit our website www.sheppvillages.com.au

Duties

This position reports to the Catering Manager and duties are:

1. Primary duties - the preparation of bakery items & desserts
2. Secondary duties - support kitchen team in other areas as directed by Manager:
 - Food production.
 - Vegetable Preparation.
 - Delivery of Meals and provisions to care facilities.
 - Other duties that may arise from time to time.

WORKING RELATIONSHIP

The position reports directly to the Catering Manager and works in collaboration with the catering department team.

KEY SELECTION CRITERIA

Essential:

- Bakery / Sweet preparation skills
- Victorian Drivers Licence

Desirable

- Basic Food Handlers Course
- Trade Certificate
- At least 2 years' experience
- Experience in production kitchens

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ORGANISATIONAL EXPECTATIONS

The incumbent must incorporate the values of Shepparton Villages into daily practices in relation to all activities that is you:

1. **Choice:** Encourage and promote resident choice
2. **Respect:** - everyone is unique, we listen and demonstrate care and compassion in everything we do by:
3. **Care** – You care and continuously improve what you do
4. **Passion** – You love what you do and encourage creativity and diversity
5. **Teamwork** – You work together and support others

OUTCOMES STATEMENT & TASKS

Key Result Area	Key Activity	Standard Measures
Shepparton Villages Values	<ul style="list-style-type: none"> • Ensure you live the values of SRV in everything you do 	<ul style="list-style-type: none"> • Be compassionate and provide support to residents and staff • Consistently show respect, care and teamwork • Seek opportunities to be innovative for improvement. • Is accountable for high standards of food • Communicate and operate openly and honestly as an effective team member
Primary Duties	<ul style="list-style-type: none"> • Preparation of all bakery items and desserts for residents in accordance with the planned menu 	<ul style="list-style-type: none"> • Meet the menu criteria with minimal complaints from residents regarding the food provided.
Secondary Duties (As directed)	<ul style="list-style-type: none"> • Food Production • Vegetable preparation • Delivery of meals and provisions 	<ul style="list-style-type: none"> • Undertake duties as directed from time to time and perform those duties to a high level with minimal supervision.

OH&S Responsibilities

That you take reasonable care to protect the health and safety of yourself, fellow staff and other in the workplace by:

- Reports hazards, near misses and injuries immediately
- Uses personal protective equipment as required
- Complete incident reports as required
- Support health and safety representatives
- Comply with risk and safety policies and procedures and instructions
- Contribute to risk assessments
- Participate in training and meetings regarding safety
- Active support and demonstration of manual handling skills
- Works within policy, procedures, and accreditation standards

OTHER RELEVANT INFORMATION

- The position is full time, working up to 76 hours per fortnight
- Hours to be worked within business hours Monday - Friday
- A police check/criminal record check is required prior to employment
- A current valid police record check
- The probationary period for this position is 6 months

PERFORMANCE REVIEW

The Catering Person (Bakery and Sweets) will participate in a performance review six months after appointment and thereafter every two years with the Catering Manager

TERMS & CONDITIONS

Terms and conditions are provided by the Shepparton Retirement Villages Inc. (trading as Shepparton Villages) ANMF and HSU Enterprise Agreement 2019, and our policies and procedures (as varied from time to time).

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INHERENT POSITION REQUIREMENTS

Shepparton Villages has a duty of care to all employees. The purpose of this section is to ensure that you fully understand and can perform the inherent requirements of the role (with reasonable adjustments if required) and that you are not placed in an environment or given tasks that would result in risks to your safety or the safety of others. This role may require the following tasks among other things:

	Tasks	Occasionally (1 - 33%)	Frequent (34 - 66%)	Very frequent (67 - 100%)
Physical	Assisting residents to reposition, transfer and ambulate			
	Standing and walking			✓
	Bending, kneeling, squatting, crouching		✓	
	Tasks involving manual dexterity			✓
	Tasks involving pushing and pulling			✓
	Lifting and carrying objects (as per our minimal lift policy)			✓
	Computer work			
	Sitting for extended periods			
	Neck flexion/extension and rotation		✓	
	Climbing stairs, ladders	✓		
	Driving motor vehicles/machinery	✓ (food delivery driver)		
	Walking over uneven surfaces			
	Handling unstable objects or people	✓		
	Exposure to vibration	✓		
Psychosocial	Dealing with distressed staff, residents, families and visitors			
	Working with residents with cognitive impairments and associated behaviours			
	Working with residents at their end of their life			
	Requirement to meet urgent timelines		✓	
	Exposure to distressing situations			
Environmental	Exposure to chemical hazards – dust, gases, fumes, liquids, hazardous substances eg, cytotoxic medication	✓		
	Working in confined spaces	✓		
	Working in temperature extremes and exposure to outdoor elements, eg cool rooms and working outdoors			✓
	Slippery or uneven surfaces	⊠	✓	
	Biological hazards – body fluids, bacteria, infectious diseases			

I acknowledge:

- That I have read and fully understand the Position Description
- I agree that I have the ability to fulfil the inherent requirements of the position, and accept my role in fulfilling the responsibilities, activities, duties and generic position requirements
- I understand that the information provided is a general outline and may not encompass every aspect of the position.
- I agree that I will participate in a performance review six months after appointment and thereafter every two years with my Manager

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- I will be required to work in accordance with Shepparton Villages Values and Behaviours, Code of Conduct and policies and procedures
- Shepparton Villages may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).
- I understand that this is separate to the Employment Agreement that I will sign, outlining the terms and conditions of my employment.

Accepted by: _____

Date ____/____/____

(Print Name)

Approved by:	Catering Manager
Issued:	15-03-21
Reviewed:	