



## Position Description

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Cook

Moree Aboriginal Residential Rehabilitation Service  
Wellington | June 2020



## **POSITION TITLE**

### **Cook**

*Wellington Aboriginal Corporation Health Service*

## **LOCATION**

Wellington – various locations

## **POSITION DESCRIPTION**

The position holder is required to provide meals to residents and others of the Maayu Mali – Moree Aboriginal Residential Rehabilitation Services.

The position reports directly to the Team Leader – MARRS.

## **KEY RESPONSIBILITIES OF THIS ROLE**

- Preparation of a variety of meals
- Maintain food safety standards and WHS regulations in operating a commercial kitchen
- Undertake stocktake and methodical food rotation
- Exercise the highest standard of hygienic practice at all times
- Able to guide other in food preparation
- Records and maintains the required documentation on the commercial fridge and freezer
- Ensure adequate stocks are maintained.
- Participate in training and education as directed Participate in supervision and appraisal process
- All duties as required/directed
- Knowledge and understanding of the issues that impact on Aboriginal people and Aboriginal communities
- Compliance of EEO, WH&S and Ethical Work Practices

## **SKILLS AND EXPERIENCE REQUIRED**

### **Essential Criteria**

- Certificate qualification in food Preparation or relevant equivalent Demonstrated experience working in a commercial kitchen
- Ability to plan balanced menus
- Ability to manage a kitchen and food preparation related activities
- Good time management and organisational skills
- Proven record of reliability and punctuality
- Demonstrated awareness of and sensitivity to Aboriginal culture and history, and current issues affecting lives of Aboriginal people
- Working with Children and Criminal Record check clearances and a current NSW Drivers Licence

## Desirable Criteria

- Diploma or degree in a cooking and or food preparation related field.

## WHO WE ARE

Wellington Aboriginal Corporation Health Service (WACHS) aims to empower targeted Aboriginal and Torres Strait Islander people to take control of their individual, family and community health and wellbeing needs through the community-controlled model. Our main services are located in Wellington, Dubbo, Moree, Western Sydney, Penrith, Nepean Blue Mountains, and we provide outreach services to other towns and communities through our regional programs

We are an Aboriginal Community Controlled Health Service offering Primary Health Care Services and an Integrated Care program, as well as a number of specialist clinical staff and AHW's, a Specialist Programs Unit incorporating Social & Emotional Wellbeing, Child & Family Support, Drug & Alcohol, Aboriginal Family Health, Aboriginal Local Support, a Healthy for Life (H4L) Program, Maternal & Child Health Worker, Aboriginal Health Workers, Youth Health Worker and Dietitian targeting Maternal & Child Health and Chronic Diseases, regional programs including Australian Nurse Family Partnership Program, Aboriginal Children's Therapy Team, Tackling Indigenous Smoking Program. Our staff are supported by an Executive Management Team located across our service areas.

[www.wachs.net.au](http://www.wachs.net.au)