



# Job Description

## Cook

The Cook is an integral part of our culinary team, responsible for delivering delicious and nutritious meals for our residents. The role will encompass meal preparation, adherence to dietary requirements, and ensuring high standards of food safety and hygiene. The role will work collaboratively with other kitchen staff to provide exceptional dining experiences for our residents.

*This job description provides an overview of the responsibilities and tasks of the role. You may be required to perform job related tasks other than those specified.*



**STRONG ENOUGH TO CARE**



**ONE TEAM**



**STRIVE TO BE THE BEST**



**BRINGING THE BEST OF LIFE**

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| <b>Business Unit</b>                           | Operations                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Department / Team</b>                       | Food Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Reporting Line</b>                          | Chef Manager                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Contribution / Responsibilities</b>         | <ol style="list-style-type: none"> <li><b>1. Food Preparation:</b> Prepare and cook food according to established menus and resident dietary requirements and preferences, ensuring meals are well presented and at the correct temperature</li> <li><b>2. Food Safety and Hygiene:</b> Maintain strict adherence to food safety standards, including proper storage, handling, and cooking techniques to ensure the health and safety of our residents.</li> <li><b>3. Quality Control:</b> Adhere to the Food Control Plan and ensure relevant checks are completed in Safe Food Pro and contributing to a kitchen that is “audit ready” every day</li> <li><b>4. Compliance:</b> Comply with all food safety requirements and maintain high level of food hygiene at all times. Ensure appropriate storage of food.</li> </ol>                                                                                                                                       |
| <b>Health &amp; Safety</b>                     | Be a proactive contributor to health & safety in the kitchen, raising issues identified. Conform to Summerset’s safety culture expectations of an environment of zero-harm and compliance with health and safety policies and procedures.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Preferred Qualifications and Experience</b> | <ul style="list-style-type: none"> <li>• Experience as a Cook, preferably in a similar setting such as a retirement community, healthcare facility, or restaurant</li> <li>• Familiarity with food safety regulations and a strong commitment to maintaining a clean and organized kitchen environment.</li> <li>• Ability to work collaboratively in a team environment and communicate well with other staff and residents</li> <li>• Ability to work in a fast-paced environment while maintaining attention to detail and quality.</li> <li>• Certification in safe food handling preferred</li> <li>• Ability to follow and execute Food Safety plan and follow company procedures and policies.</li> <li>• Flexibility with work schedule, including weekends and holidays, as required</li> <li>• Ability to stand for extended periods and safely lift up to 25 kilograms.</li> <li>• Mobility to move around the kitchen and perform various tasks.</li> </ul> |
| <b>Relationships</b>                           | <ul style="list-style-type: none"> <li>• Village Management</li> <li>• Chef Manager</li> <li>• Other Kitchen Staff</li> <li>• Hospitality Leads &amp; Hospitality Services Manager</li> <li>• Care and Memory Care teams</li> <li>• Residents</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Dimensions</b>                              | <ul style="list-style-type: none"> <li>• Nil direct reports</li> <li>• nil opex / capex budget</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Other</b>                                   | <ul style="list-style-type: none"> <li>• This job includes all the main duties and responsibilities of the role; however you may be required to do other tasks and duties, which would reasonably fall within the responsibilities and skills of the role, at the request of the Chef Manager, Care Centre Manager, Village Manager or the Head Office Food Services team.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

| Values                                                                                                                                                                                                                           |                                                                                                                                                                                                                                        |                                                                                                                                                                                                             |
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|  <p><b>STRONG ENOUGH TO CARE</b></p> <p>We treat our residents like family.<br/>We do what's right.<br/>We respect people as individuals.</p> |  <p><b>ONE TEAM</b></p> <p>We look out for each other.<br/>We take ownership and follow through.<br/>We share and listen to each other's ideas.</p> |  <p><b>STRIVE TO BE THE BEST</b></p> <p>We work hard.<br/>We like to win.<br/>We're always learning and improving.</p> |