Kowanyama Aboriginal Shire Council

Position Description

Aged Care Services - Cook

Job Title:	Aged Care Services - Cook
Award:	Queensland Local Government Industry Award (Stream B) - State 2017
Division:	Division 2 - Section 1 (Aged Care Services - Other than Nursing)
Classification:	Cook
Employment Type:	Casual
Department:	Community Services & Cultural Heritage
Reports To:	Manager Aged Care
Approved:	Mark Crawley - Interim Chief Executive Officer
Version Date:	25 October 2026

Position Objective

This job is to cook healthy meals for Elders and community clients who receive Aged Care services. You must keep the kitchen clean and safe, follow the Food Safety Plan, and work well with the team. You will also help teach and support local staff.

Position-Specific Key Responsibilities

- Cook nutritious, well-balanced meals for clients in the Centre (three meals a day) and for community clients Monday to Friday (two meals a day).
- Follow the Food Safety Plan and approved menus when preparing meals.
- Help plan and update menus with the Manager, Team Leader, Chief Cook, and health professionals.
- Keep the kitchen clean, tidy, and hygienic at all times.
- Work with the Team Leader to train and mentor local staff, including supporting TAFE training.
- Follow all reasonable directions from your supervisor or manager.
- Other duties as directed by the line supervisor/manager

Selection Criteria

- Experience cooking in a commercial kitchen.
- Good understanding of food safety.
- Ability to train and support local staff.
- Food Safety Supervisor Certificate, or willing to get one.

- Able to plan and organise meal preparation.
- Good time management.
- Able to work alone or in a team.
- Good communication skills and able to work with many different people.
- Shows respect, teamwork, safety, and positive behaviour.
- Understanding and respect for Aboriginal and Torres Strait Islander cultures, and able to work sensitively with Indigenous people.
- Experience living or working in remote communities is highly valued.

Key Performance Indicators

Training:	• Participate and actively engage with Training providers and Supervisors to ensure successful completion of all training requirements.
Work Areas:	• Always maintain all areas to a high level of cleanliness and tidiness
Equipment:	• Maintain all equipment to a working standard
General:	• Follow all reasonable work directions. • Maintain accurate records.
Attendance:	• Arrive at work on time. • All absences to be notified to your supervisor prior to commencement of workday.
Customer Service:	• Maintain a high level of customer services towards all clients. • No substantiated complaints. • No breaches of confidentiality.
Workplace Health and Safety:	• Comply with all work health and safety legislation, codes of practice and procedures. • Ensure risks are identified and controlled for tasks, projects and activities that pose a health and safety risk within your area of responsibility. • Develop and maintain an Electrical Procedures Manual including a Risk Register
Adherence to Council's policies and procedures:	• Adhere to behaviours, responsibilities, and actions identified within Council's Code of Conduct. • No breaches of Council's policies and procedures

Corporate Responsibilities

Policy and Procedural Responsibilities

Be aware of, and act in accordance with all council policies and procedures.

Code of Conduct

Adhere to behaviours, responsibilities, and actions identified within Council's Code of Conduct. Staff not adhering to the Code of Conduct will be subject to disciplinary action.

Work Health and Safety

Comply with all work health and safety legislation, codes of practice and procedures. Use appropriate protective clothing and equipment.

Ensure risks are identified and controlled for tasks, projects and activities that pose a health and safety risk within your area of responsibility.

General

- All employees should start no later than the assigned time and preferably arrive at least five (5) minutes prior for the purpose of setting up their work area and once shift is completed leave site directly after hand over.
- All employees should notify their immediate supervisor within 30 minutes of their start time in the event of an unplanned absence and only work the rostered hours assigned by management.
- Tasks allocated to this position shall be performed to a high standard, in accordance with procedural guidelines and timeframes, and with efficient and effective utilisation of resources
- Duties shall be carried out in accordance with accepted industry standards, compliance with various legislative requirements, standards and Council policies, procedures and local laws
- The employee shall show a spirit of cooperation towards their supervisor/s, other employees and the achievement of Council's aims and objectives.
- It is a requirement that all Council employees maintain a current manual "C" class driver's licence at all times where driving forms part of regular work activities.

Organisational Relationships

Reports To:	Manager Aged Care
Internal Liaison:	Chief Executive Officer, Executive Managers, and all Kowanyama Aboriginal Shire Council employees
External Liaison:	Federal and state government agencies, statutory authorities, contractors, members of the community, visitors to the Kowanyama Community.

Mandatory Requirements

- Possession of a "C Class Driver Licence (preferred)
- Police Check
- Blue card with yellow exemption (Current before commencement of position)

Position Description Authorisation

This position description is subject to change from time to time as Kowanyama Aboriginal Shire Council may be developed or restructured. Any such reorganisation of duties shall be the subject of discussion and agreement with the position incumbent.