Kowanyama Aboriginal Shire Council

Position Description

Aged Care Chief Cook

Job Title:	Aged Care Chief Cook
Award:	Queensland Local Government Industry Award (Stream B) - State 2017
Division:	Division 2 – Section 1
Classification:	Chief Cook
Employment Type:	Full-Time
Department:	Community Services & Cultural Heritage
Reports To:	Manager Aged Care
Approved:	Mark Crawley – Interim Chief Executive Officer
Version Date:	24 October 2026

Position Objective

This position is responsible for leading and supervising the delivery of a high-quality food service, ensuring all meals are prepared safely, consistently, and in full compliance with food safety and hygiene standards. The role oversees kitchen operations, staff, menu planning, stock control, and the maintenance of a safe and efficient working environment.

Position-Specific Key Responsibilities

- Ensure all meals for Aged Care and Disability clients are cooked within the guidelines of the Food Safety Program and ensure that the meals:
    - ✓ Are in accordance with the approved menu
    - ✓ Adhere to any client's individual dietary needs
    - ✓ Meet nutritional requirements
    - ✓ Offer choice, variety and cater for preferences.
- Work alongside, and take advice from, community, dieticians and nutritionists to plan and develop menus.
- Order food supplies to allow for the preparation of meals identified on an approved menu.
- Monitor and maintain hygiene and cleanliness of food storage, preparation, and service areas.
- Use and maintain equipment in accordance with manufacturer's instructions.
- Participate in food safety audits and menu reviews.
- Maintain food safety documentation to a high standard.
- Develop and maintain a sound working knowledge of Aged Care Standards.
- Prepare quotes for catering of community events when needed.
- Create, and keep up to date, a food safety plan when required.
- Keep up to date with food safety laws and regulations

- Other Duties as required

Qualifications/Licences

- Food Safety Supervisor Certificate
- National Police Check
- Current manual drivers' licence

Knowledge, Skills and Abilities

- Experience in food management
- Experience with leading and managing catering operations
- Good time management skills and the ability to prioritise
- A genuine understanding, appreciation and respect of Aboriginal and Torres Strait Islander culture, protocols and customs.
- Good interpersonal skills, with an ability to create rapport with all members of the community, clients and their families
- An ability to work in a busy environment

Selection Criteria

1. Demonstrated experience in catering.
2. Demonstrated knowledge of work health and safety principles and practices in the workplace and food/cooking environment.
3. Demonstrated knowledge and understanding of Aboriginal and Torres Strait Islander cultures and demonstrated ability to communicate effectively and sensitively with Indigenous people.
4. Experience at inventory and food stock management.
5. The ability to communicate effectively and courteously, both written and oral, with Council's clients (including members of the public), other Council staff, community groups, representatives of various Government Departments, and other authorities.
6. Willingness to participate in training.
7. Demonstrated experience of developing a food safety plan and following its compliance requirements.
8. Demonstrated behaviour which supports a diverse, equitable and safe workplace.
9. Personal attributes that engender commitment, passion, energy, drive, initiative, resilience and respect.

Key Performance Indicators

Operational Planning:	• Input into team planning activities when requested.
Administration and Reporting:	• Accurate data and information records are maintained. • Accurate reporting of meals provided. • Accurate maintenance of food safety documentation.
Supervision	• Develop and Maintain a Positive Team Environment. • Ensure staff are suitably trained, supported and competent to provide required services.

	• Training and development plans implemented for staff. • Demonstrate and encourage a safe working environment.
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:	• Follow Council OH&S policies, rules and guidelines. • Contribute positively to improvement initiatives. • Demonstrate a strong focus on workplace safety in accordance with Industry standards.
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 always maintain a current manual "C" class driver's licence 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

- Food Safety Supervisor Certificate
- Current First Aid Certificate
- Queensland Driver's Licence
- Police Clearance

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.