







COHUNA DISTRICT HOSPITAL

POSITION DESCRIPTION

Last Updated: 21/05/2026

Position Title	Cook		
Reports To <small>This is who the employee reports to</small>	Support Services Coordinator		
Direct Reports <small>This is who reports to the employee. If the employee has no direct reports entre nil direct reports</small>	Nil		
Risk Assessment – Aged Care Quality Standards	This role has been assessed as not being a risk assessed role under the NDIS (Practice Standards – Worker Screening) Rules 2018		
Position Requirements <small>(tick required)</small>	Mandatory: (all roles) <input checked="" type="checkbox"/> Police Check <input checked="" type="checkbox"/> Immunisations as per Infection Control Guidelines Role Specific: <input type="checkbox"/> AHPRA Registration <input type="checkbox"/> WWCC <input type="checkbox"/> Drivers Licence		
Key Contacts	Support Services Coordinator, Support Services Staff, Nursing Staff, Dieticians, Speech Pathologists, Supplier Delivery Staff, Patients, Individuals and visitors to CDH		
Classification/Grade	RH2 / RG6		
Enterprise Agreement/s	Health and Allied Services - Victorian Public Health Sector (Health and Allied Services, Management and Administrative Workers) Single Interest Enterprise Agreement 2021 - 2025		
Probation Review	6 months		
Performance Review	Annually		
Our Purpose and Promise, Values and Behaviours			
OUR VISION		OUR MISSION	
We are recognised for Excellence in Rural Healthcare		To deliver the best of available health and wellbeing services to our community	
OUR VALUES			
   			
C A R E			
Care Accountability Respect Equality			



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Role Description

The purpose of the Cook is to ensure the safe delivery of food preparation, including meals on wheels (MoW) in accordance with The Food Act 1984 and the Aged Care Quality Standards 2025. The Cook is responsible for coordinating the daily food services within the organisation with the support from the Food Services Assistants. Hygiene and cleanliness standards should be maintained with the guidelines and the role will support continuous improvement and quality initiatives in accordance with CDH's Food Services Plan. The ideal candidate will demonstrate a commitment to high standards of work while providing considerate, person-centred care to our residents and embrace our CARE values: care, accountability, respect and empathy.

Key Performance Indicators

Organisational Key Performance Indicators

- Acts in accordance with CDH CARE Values and expected behaviours at all times
- Participation in Performance & Competency Appraisal processes, six months after commencement and annually thereafter
- 100% completion of mandatory training requirements within required timeframes

Role Specific Key Performance Indicators

- Influenza vaccination compliance is a requirement for employment

Key areas of accountability and responsibility

The employee will be required to

Leadership and Management

- Demonstrate accountability through clear communication within the team to maintain smooth operations
- Participate in departmental and organisational meetings as required
- Maintain accurate records, statistics and reports, as required
- Work in a friendly team environment with a great community care spirit

Service Delivery

- Work individually and as a part of a team to provide an exceptional standard of food service to consumers at Cohuna District Hospital
- Prepare all required menu items in a timely manner, with food safety as the first priority
- Be aware of and respect patient / individuals / visitor privacy
- Always be courteous and friendly to patients, doctors, visitors, caregivers, staff and co-workers
- Support the efficient functioning of kitchen and catering services
- Perform administrative duties related to the kitchen operation such as stock ordering, stock taking, and food quality assessment
- To assist with the putting away of stores delivered to the department
- Support the Maggie Beer plan to endorse well balanced and nutritious meal choices for our residents
- Assist in meal preparation according to set menus and dietary requirements



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- Ensure food is plated and served at the appropriate temperature and consistency
- Plate meals accurately and aesthetically, considering specific dietary restrictions or preferences
- Exhibit a strong customer service mindset with empathy for the elderly
- Each employee has a responsibility to comply with all CDH policies and procedures and familiarise themselves with those relevant to their position.
- Promote practices which comply with the policies and procedures of CDH and actively participate in the maintenance of relevant policies and procedures to ensure best practice.

Training and Development

- Participate in training as required

Quality, Safety and Compliance

- Prioritise work and exercise discretion within CDH's food service policies, procedures and food safety plan - Food safety minimum requirements Refer Schedule A
- Complete and maintain all relevant documentation as required and determined by the area of work
- Comply with all infection control and food safety procedures
- Clean and sanitise kitchen equipment, utensils, and work areas before and after use
- Adhere to safe food handling practices and maintain cleanliness in food preparation areas
- Ensure compliance with food safety regulations, including HACCP standards, and maintain accurate records related to food preparation, storage, and serving
- Report all incidents and near misses as soon as possible after the event
- Participate in Risk Management activities of relevance and assist with identification and control of risks within their department

Key Selection Criteria

Mandatory Qualifications

KSC 1: Appropriate cook / chef qualifications and proven ability as a cook in a commercial kitchen

KSC 2: Minimum HLTFS001 or equivalent food safety certificate

KSC 3: Understanding of, and commitment to, safe work and hygiene practices, in particular the responsibilities of food handlers, within a healthcare environment

KSC 4: Ability to work as part of a team or autonomously, in a fast-paced changing environment

KSC 5: Ability to follow detailed work procedures and prioritise tasks

KSC 6: Well-developed interpersonal and communication skills

KSC 7: Flexibility to work rotating rosters including morning, afternoons, weekends and public holidays

Essential

- Possess basic computer knowledge to enable use of computers on a regular basis



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Occupational Health and Safety (OH&S)

- Under the OHS Act, employers have a responsibility to protect the health and safety of their employees while at work. Employers may put in place procedures and work practices and provide information, training and supervision to meet that responsibility. CDH Employees are expected to support and comply with safety mitigation by:
- Following the workplace safety policies and procedures
- Not place others at risk by any act of omission
- Attending health and safety training follow the instructions and advice provided
- Using equipment supplied by the employer, such as, but not limited to, adjustable workstations or personal protective equipment [PPE] such as safety boots, hearing protection or high-visibility vests as instructed
- Work in a safe manner at all times, take reasonable care to not affect others health and safety
- Seeking guidance and direction on safe use of new equipment and modified work practices
- Reporting incidents via Victorian Health Incident Management System [VHIMS]
- Assist in the prevention of risks and hazards to workplace health and safety by notifying immediately of any hazards
- Contributing to an inclusive and health promoting environment
- CDH has adopted and applies the State Services Authority Code of Conduct.
- Each employee has the right to a workplace free from any form of harassment or bullying.

Infection Control/Immunisation

An effective, integrated organisation-wide Infection Control Program is dependent upon the support, recognition, motivation, commitment and integrity of all employees. All employees have a responsibility to maintain infection prevention and control knowledge commensurate with the requirements of the position description and to adhere to the organisation's Infection Prevention and Control policies and procedures at all times.

Education

CDH is committed to education. All employees have a responsibility to undertake their own professional development and actively participate in the education of others. Mandatory Education is complied with annually in accordance with the Mandatory Education Policy and other directives as notified throughout the year. Inter-professional education is strongly encouraged and supported and is integral to our health service.



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Health and Wellbeing

The health and wellbeing of employees is a priority for CDH. CDH provides an environment that promotes and nurtures the physical, mental, emotional and social wellbeing of all individuals.

CDH Health requires all employees to commit to:

- Gender Equity
- Partaking in the promotion of the health and wellbeing of employees
- Contributing to an inclusive and health promoting environment
- Demonstrate our values and approved above line behaviours
- Abide by Code of Conduct
- Promote a safe working environment, including Speaking up for Safety
- An organisational culture that promotes positive mental health and wellbeing through supportive leadership, employee participation and shared decision making.

Confidentiality

Confidentiality is a matter of concern for all persons who have access to personal information about patients, clients, residents or employees of CDH. Employees must understand and accept that in accessing this personal information they hold a position of trust relative to this information. In recognising these responsibilities employees must agree to preserve the confidential nature of this information. Failure to comply with this agreement may result in disciplinary action, up to and including termination of employment.

Quality and Risk Management

- To ensure patient safety and quality of care, employees are required to:
- meet appropriate professional standards; participate in quality improvement activities; comply with policies, procedures, practices and organisational goals and objectives of CDH
- report any identified risks to management for inclusion on the CDH Risk Register and ensure action to reduce risk is undertaken
- Abide by the Code of Conduct for Victorian Public Sector Employees
- Aim to provide a positive experience for each patient, client, resident and customer every time
- Utilise the principles of "Patient Centered Care" as a guide to provide a positive experience each and every time
- Identify, report and manage risks and ensure actions are taken to prevent and minimize harm to consumers and our workforce
- Comply with requirements of the National Safety and Quality Health Service Standards Aged Care Quality Standards and other relevant standards, regulations and legislative requirements
- Understanding individual responsibility for safety, quality and risk and adhere to the relevant policies, procedures and guidelines at CDH
- Contribute to organisational quality and safety initiatives and participate in the development and review of policies and procedures as appropriate
- Minimise the risk of infection to consumers, residents, employees, visitors, contractors and the general public.



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Equal Opportunities and Inclusion

CDH is an equal opportunity employer that welcomes cultural diversity and Aboriginal and Torres Strait Islander candidates are encouraged to apply for roles.

CDH has zero tolerance for child abuse and is committed to acting in the best interest of children in our care. We promote cultural safety and participation of Aboriginal children, children of cultural and linguistic diversity and those with disabilities to keep them safe at all times.

CDH confirms the right of all persons regardless of gender, culture or creed to live in a family or domestic relationship free of fear of violence abuse or intimidation.

CDH is a safe and inclusive workplace. We value the visible and invisible qualities that make you who you are. We expect our workforce to align with our diversity expectations and programs. Working at CDH means you are on board with our journey, you will show respect, understanding and kindness to other regardless of ethnicity, sexuality, identity or any other protected attributes. We particularly acknowledge the traditional custodians of our land and pay our respects to elders' past, present and emerging.

Special Requirements

- A completion of pre-existing injury or illness declaration will be required prior to appointment to the position
- All employees of CDH are bound to work according to the policies and procedures of CDH, the Enterprise Agreements that provide their terms and conditions of employment, any Scopes of Practice and professional codes of conduct established for your profession, the Code of Conduct for Victorian Public Sector Employees and the provisions of the Fair Work Act, as amended from time to time
- All employees are required to familiarise themselves with these Policies and Procedures, Agreements, Scopes of Practice, Codes of Conduct and the relevant provisions of the Fair Work Act particularly those which relate to working harmoniously with other staff
- Positively promote CDH CARE values within the organisation
- Participate in departmental and organisational meetings as required
- Maintain accurate records, statistics and reports, as required
- Actively participate in Performance Appraisal processes, six months after commencement and annually thereafter
- The employee understands and acknowledges that they may be required to work as assigned, if requested, to meet CDH responsibilities in a disaster or emergency situation
- Each employee has a responsibility to participate in emergency response drills and attend relevant emergency training
- A satisfactory National History Criminal Check will be required by CDH every 3 years.

Inherent Requirements

CDH has a duty of care to all staff. The purpose of this section is to ensure that you fully understand and are able to 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.

Below is a list of inherent requirements for this role. This is not an exhaustive list.



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Non-Clinical roles may require the following tasks:

Manual Handling (pushing, pulling and lifting)

Sitting, standing, bending, reaching and holding

General clerical, administration work, computer work

Use of personal protective equipment and handling of general waste

Exposure to substances and hazardous materials

Work at other locations may be required

Shift work in some roles

Driving motor vehicles

Dealing with anxious or upset consumers or members of the public

Exposure to traumatic events including violence and aggression

Manager roles may require the following tasks in addition to the above:

Dealing with performance of staff within their team

Understanding budget and EFT requirements to meet safe patient ratios

Understanding delegations and authorities associated with the role

Exposure to traumatising events e.g., Staff experiencing family violence or Occupational Violence

Incumbent Statement

I acknowledge that

- I have read and understood the requirements of the position as outlined in the Position Description
- I possess the necessary skills, knowledge, experience and abilities to successfully perform in this position

Employee Name: _____ Signature: _____ Date: _____