

JOB DESCRIPTION FORM

COOK, MIDLAND WITHDRAWAL INTERVENTION CENTRE

Position Title	Cook – Midland Withdrawal Intervention Centre (MWIC)		
Service Location	Midland Withdrawal and Intervention Centre (MWIC)		
Program (if applicable)	MWIC	Hours	TBA
Reporting to	Service Manager, MWIC	Award Classification	Level 2-3 Cyrenian House EA
Our Vision	Healthy, inclusive and harm-free communities		
Our Mission	An organisation that provides the highest quality services to make a positive and meaningful difference in the lives of people affected by alcohol and other drugs.		
Our Values	Empowerment, Respect, Integrity, Resilience & Hope		
Cyrenian House values the uniqueness of individuals who may vary in many different ways, including race, ethnicity, culture, social class, gender, age, religious belief, sexual identity, mental and physical ability. We celebrate and promote this diversity as a strength of our organisation.			
This Position			
To plan, order, cook and provide a nutritious daily menu for consumers of the MWIC. To ensure the implementation and monitoring of the Food Safety Program in line with laws and regulations ensuring the safe delivery of food to consumers.			
Duties & Responsibilities			
General: • Support, promote and work in accordance with the Vision, Mission and Values of Cyrenian House. • Participate as a valued team member promoting and contributing to a supportive team environment. • Provide support to and share expertise with other workers and service users. • Participate in staff meetings, supervision, training and team planning workshops. • Contribute to Cyrenian House continuous quality improvement processes. • Work in accordance with Cyrenian House Code of Conduct. • Be responsible for personal health and safety in the workplace and for complying with all Cyrenian House occupational safety and health policies and procedures, promoting and maintaining a safe and secure environment. • Contribute to and promote the implementation of the Alcohol & Other Drug & Human Services Standard (AODHSS). • Demonstrate flexibility to contribute to the daily running needs of the service. • Other duties as required. Food Safety Plan (FSP): • Ensure all documents for the food safety FSP are filled out within the schedule required. • FSP file will be maintained with UpToDate information that meets food safety record keeping requirements. • Ensure knowledge and understanding of current legislative changes that may affect the FSP is maintained through education and training. • Ensure 'I'm alert' food safety training in no more than 6 months old. • Ensure any new educators employed have been trained in relevant food safety training. • Facilitate Food Safety Plan audits, ensuring the required documentation is kept up to date, relevant, organised and compliant. Food and Nutrition:			

- Plan, order (within budget), prepare and cook nutritious meals appropriate for individuals in different stages of withdrawal from alcohol and other drugs.
- Evaluate and review menus in collaboration with management, staff and consumers as required.
- Ensure cultural needs of consumers are supported within the daily menu as required.
- Promote healthy eating and provide food and drinks that are nutritious and appropriate.

Health and Safety:

- Work with management to support the staff in appropriate food safety practices as part of the Food Safety Program.
- Ensure that effective hygiene practices are promoted and implemented in line with the Food Safety Program.
- Take appropriate steps as necessary to limit and control the spread of infectious diseases and illness.
- Maintain a clean and tidy workspace adhering to all relevant standards and compliance requirements.

Relationships with Service Consumers:

- Develop and maintain respectful relationships with consumers of the service ensuring appropriate boundaries are always maintained.
- Engage with consumers to share skills and expertise to support healthy eating consistent with their alcohol and other drug (AOD) treatment.

Selection Criteria

Essential competencies and experience:

- Experience working in a busy cooking environment.
- Experience in the ordering or requisitioning of food and other supplies needed to ensure efficient kitchen operations.
- Organisational skills, including the ability to prioritise tasks to meet timelines.
- Good interpersonal and communication skills, including the ability to liaise with individuals at all levels and works cooperatively in a team environment.
- Demonstrated experience in planning, budgeting, and preparing food in a residential setting.
- Knowledge and understanding of food hygiene and the Food Safety program and legislation.
- Food safety training/certificate.
- Demonstrated ability to work autonomously as well as part of a team.
- Commitment to continuous quality improvement.
- Current First Aid Certificate

Desirable competencies and experience:

- Experience with working in an NGO and/or within the AOD or similar sector.

Required Clearances:

- Full work rights
- Current First Aid Certificate
- Current driver's License and reliable vehicle

Please sign below to confirm you understand the requirements of your role and return a signed copy to the People & Culture Department.

Full Name		Date	
Signature			