JOB DESCRIPTION

Agency | Department of Health  | Work Unit | Food Services  
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Job Title | Head Chef  | Designation | Technical 4  
Job Type | Full Time  | Duration | Ongoing commencing 20/05/2018  
Salary | $77,582 - $85,362  | Location | Palmerston  
Position Number | 40036 RTF 138492  | Closing | 08/04/2018  
Contact | Mark Macdonald on 08 8922 8232 or Mark.Macdonald@nt.gov.au  
Information for Applicants | Applications must be limited to a one-page summary sheet and an attached detailed resume/cv. For further information for applicants and example applications: [click here](#)  
Information about Selected Applicant’s Merit | If you accept this position, a detailed summary of your merit (including work history, experience, qualifications, skills, information from referees, etc.) will be provided to other applicants, to ensure transparency and better understanding of the reasons for the decision. For further information: [click here](#)  
Special Measures | The NT Government values diversity and aims for a workforce which is representative of the community we serve. Therefore under an approved Special Measures recruitment plan, ATSI applicants will be given priority consideration and preference in selection for this vacancy if they meet all essential selection criteria and are suitable at the position level. For further information: [click here](#)  
Apply Online Link | [https://jobs.nt.gov.au/Home/Application?rtfId=138492](https://jobs.nt.gov.au/Home/Application?rtfId=138492)  

Primary Objective: Prepare, cook and serve nutritious meals that meet the daily requirements of the patients in a professional and hygienic manner, also the provision of catering for internal functions as required.

Key Duties and Responsibilities:
1. Maintain highest standard of food preparation and cooking according to catering services production schedules, standard recipes and regeneration schedules.
2. Prepare and cook special diet food as required for patients, with training.
3. Ensure that “Cook-Chill” guidelines are adhered to.
4. Assist in the training and development of apprentice cooks.
5. Assist in the plating of patient meals as required.
6. Follow defined service quality standards, Hazards Analysis and Critical Control Points (HACCP) and Workplace Health and Safety (WHS) policies and procedures relating to the work being undertaken in order to ensure high quality, safe services and workplaces.
7. Foster a positive workplace culture through exemplary leadership practices and role modelling behaviour.

Selection Criteria
Essential:
1. Hold a recognised trade qualification in commercial cooking or equivalent.
2. Demonstrate experience to work in large commercial kitchen.
3. Sound knowledge of standards applicable in a hospital catering environment e.g. infection control, HACCP and hygiene.
4. Sound knowledge of the “Cook-Chill” process or quickly acquire.
5. Demonstrated ability to work without supervision and part of a team.
7. Proven ability to complete tasks in order to meet deadlines.
8. Good written and oral comprehension of English.
9. Ability to work shift work, including weekends, and the willingness to undertake any training relevant to the requirements of the position.
10. Must be flexible in working across multiple sites if required.

Further Information: Department of Health has a Smoke Free Policy. Staff are not permitted to smoke anywhere on Departmental premises, facilities or vehicles, nor whilst working off-site. Positions may be subject to pre-employment checks such as immunisation requirements, working with children clearance notice and criminal history checks. A criminal history will not exclude an applicant from this position unless it is a relevant criminal history. More information on pre-employment checks specific to this role can be sourced through the vacancy contact.

Approved: 12 March 2018 Mark Macdonald, Manager Food Services RDH