

PRONIA POSITION DESCRIPTION

Position Title	Day Centre Cook / Community Care Worker
Position Holder	Vacant
Award	Social, Community, Home Care & Disability Services Industry Award 2010
Salary	Remuneration is in accordance with the above award and dependent on qualifications and experience.
Salary Packaging	Salary Packaging is offered with this position.
Employment Status	Permanent Part Time – 10hours weekly, Monday and Tuesday
Position reports to	Planned Activity Group Centre Supervisor
Location	PRONIA Brunswick Day Centre, 7 Union Street Brunswick 3056, VIC
Date Revised	July 2022

Organisation Background

PRONIA, meaning “to provide” is an established community services agency with a rich 50-year history servicing the needs of the culturally and linguistically diverse backgrounds, including the Australian-Greek community. We advocate for the vulnerable and provide innovative services to meet current and emerging multicultural community needs.

PRONIA’s programs focus on providing direct services, including counselling, information provision, and crisis intervention, community education as well on the delivery of specialist services in aged care, disabilities, family and children’s programs. All services are delivered in a linguistically and culturally appropriate manner with a commitment to enhance individual’s capacity and build community capital.

Our Vision

An inclusive society where people from Greek and other backgrounds can be supported to live their best lives.

Our Statement of Purpose

To empower vulnerable members of the Australian - Greek Community to reach their full potential. This will be achieved predominantly by undertaking service provision and complimented by ancillary services, which support our clients including advocacy, policy development and research in an innovative, culturally and linguistically appropriate manner.

PRONIA Day Centres - Planned Activity Groups

PRONIA operates Day Centres in metropolitan Melbourne. The Centres are for elderly Greek clients during the week and operate between 8.30 am to 4.00 pm. The primary aim of the Centres is to provide socially isolated clients of Greek background with the opportunity to socialize with people of their own background and to participate in planned recreational, physical and educational activities.

Role Purpose

The position is primary responsible for preparing and cooking food for our clients that attend our planned activity groups based in our Brunswick community centre. You will also be assisting the activity team to support the clients with their personal care needs when team members go on break.

Key Responsibilities

Day Centre Cook

- To develop menu plans for all clients attending the PAG Centre ensuring that these are well balanced and nutritional.
- To consult with staff and clients/carers in relation to food restrictions and special dietary requirements to ensure that appropriate menu plans are prepared for the clients.
- To ensure that menu plans are placed on display for all to view at all times.
- To continually evaluate menu plans to meet the changing needs of the clients.
- To prepare and present appetising meals and assist with serving.
- To ensure that food is stored, handled, prepared and served in accordance with Food Safety Act and Centre's Food Safety Plan.
- To ensure that the hygiene of all food preparation equipment and food preparation areas is maintained in accordance with the Food Safety Plan.
- To maintain adequate food stock in order to produce the meals on the menu plan.
- To assist with washing and cleaning duties.
- To discuss with Supervisor all food required for meals.
- To record the temperature of refrigerated food on delivery and cooked meals cooked prior to serving to clients.
- To maintain records of food orders, verify invoices against items delivered, ensure invoices are passed to the Centre Supervisor for payment and subsequently filed.
- To report the breakdown of and/or need to replace any kitchen equipment to the Centre Supervisor.

Community Care Work

- To provide assistance in the supervision over the clients when the activity team is on break, attending to the needs of the clients as required.
- To assist elderly clients with personal care requirements (including, but not limited to feeding, toileting) as required.
- To assist in the setting-up and pack-up of the Centre's activities.
- To assist the Supervisor in organising relevant recreational, physical and educational activities for clients and providing appropriate stimulation and support, within a person-centred care approach - and as per client's care plan and activities calendar.
- To support the program with the serving of meals and keeping the client area in a hygienic and clean manner.
- To assist in organising client transport.
- To monitor and report changes to client needs to the Supervisor.

- To attend centre based and staff meetings.
- To undertake training programs as required.
- To contribute to the creation of a safe, secure and stimulating environment.
- To observe health, safety and hygiene practices.
- To ensure the Centre facilities are clean and tidy during the hours of operation.
- To observe client confidentiality and private information pertaining to the program.
- To render first aid if required and assist clients in emergency situations.
- To transport clients home when required or requested.
- To perform other duties as directed.

Safeguarding Children and Young People

PRONIA takes child protection seriously, you are required to meet the behaviour standards outlined in our Code of Conduct. All employees receive a copy of the Code of Conduct as part of their induction.

Therefore, as a part of your duties and responsibilities, you are also required to:

- Provide a welcoming and safe environment for children and young people;
- Promote the safety and wellbeing of children and young people to whom we provide services;
- Ensure that your interactions with children and young people are positive and safe;
- Provide adequate care and supervision of children and young people in your charge;
- Act as a positive role model for children and young people;
- Report any suspicions, concerns, allegations or disclosures of alleged abuse to management;
- Maintain a valid Working with Children Check (if applicable to role); and
- Undergo periodic 'national criminal history record' checks and report any criminal charges or convictions you receive during the course of your employment that may indicate a possible risk to children and young people

Mandatory Requirements

- National Police Record Check.
- Minimum 2 doses of COVID-19 Vaccinated as per Victorian Health Order, or valid medical exemption from the Government.

Professional Experience

- Certificate in Food Safety
- Demonstrated cooking experience with a good understanding of Greek Cuisine
- Current certificates in First Aid and CPR, or willingness to complete the course
- Certificate in cooking is desirable
- Certificate III in Individual Support or equivalent or willingness to undertake the course within 3 months of employment
- Well-developed English skills (written and oral)

Knowledge and Skills

- Demonstrated ability or understanding in working with elderly from culturally and linguistically diverse backgrounds
- Bilingual in any language is desirable

Personal Qualities

- Ability to work well in a team environment
- Be personable

Please note that the Coordinator retains the discretion to alter the location and days of this position according to program needs and planning. This may mean that the incumbent will be required to work at any one of the PRONIA run PAG Centres.

Signed for by the Employee as acceptance of the position description.

Name:

Signature:

Date: