

POSITION DESCRIPTION

Position:	Executive Chef
Directorate	Engagement & Support Services
Division:	Food Services
Business Unit:	Food Services
Enterprise Agreement	Victorian Public Health Sector (Health & Allied Services, Managers and Administrative Workers) Single Interest Enterprise Agreement
Reports to:	Support Services Manager



MILDURA BASE PUBLIC HOSPITAL

Mildura Base Public Hospital (MBPH) was established as a new entity in September 2020. From day one, MBPH has aspired to provide exceptional patient care and be a leading healthcare provider in the north west of Victoria, known for its high level of professionalism, quality care and community engagement and positive and aligned workplace culture.

MBPH employs over 1200 staff and has 172 beds and provides a range of acute services in emergency, maternity, intensive care, rehabilitation, community services, psychiatric in and out patient care, palliative care, renal dialysis and chemotherapy service to the people of North West Victoria. The hospital also provides medical imaging and pathology services.

VISION

Mildura Base Public Hospital – providing exceptional care.

PURPOSE

To improve health outcomes for our tri-state communities by creating partnerships, leading culture and building our team to deliver sustainable services.

VALUES

All employees of the Mildura Base Public Hospital are required to uphold the HEART values of our organisation. For information on our **HEART** values and the expectations to uphold the values, please refer to **page 6** of this document.

INCLUSION

At MBPH, we firmly believe that fostering diversity, equity, and inclusion is essential to the success of our health service, our employees, our patients, and the wider community. We wholeheartedly embrace diversity and highly value the diverse experiences of individuals from all ethnicities, faiths, ages, disabilities, cultures, languages, gender identities, sexes, and sexual orientations.

We extend a warm welcome to lesbian, gay, bisexual, transgender, gender diverse and non-binary, intersex, and queer (LGBTIQ+) individuals, inviting them to be a part of our inclusive health service.

Aligned with our HEART Values, we are dedicated to further enhancing accessibility and promoting inclusive practices across all aspects of our workplace.

STRATEGIC OBJECTIVES

Our
Vision

Mildura Base Public Hospital – providing exceptional care

Strategic
pillars

We
achieve
this by...

Caring for our community

Ensuring our focus is on person centred care.
 Using best evidence-based practice to deliver exceptional care.
 Empowering our communities to manage and improve their health and wellbeing.

Aspirational through our culture

Leading a values based, accountable, quality & safety culture.
 Continuous improvement of service delivery and provision of care.
 Operating safely and efficiently with a skilled and effective workforce.
 Being an employer of choice, enabling our staff to be at their best.

Trusted in our relationships

Community have an understanding of our role and confidence in our services.
 Partnering across sectors to strengthen our services.
 Addressing our communities shared challenges in partnership by applying innovative solutions.

Sustainable in our Services

Reinvesting in the community and its wellbeing through sustainable models of operations.
 Delivering and supporting shared services to improve access to the best and right care.
 Strengthening our planning approach with the patient at the centre.

POSITION SUMMARY

Manage the efficient operation of the Food services department as well as plan, co-ordinate, manage, monitor and evaluate the efficient and effective delivery of Café 34 services. Oversee a safe, high quality fresh-cook food service to all patients, customers and guests. The Executive Chef is responsible for ensuring a high standard in quality of food production whilst ensuring cleanliness within the department in line with required standards and hospital policies.

KEY RESPONSIBILITIES AND DUTIES

Operational

- Oversight of Food production, including safe work practices, work methods, storage and quality control
- Implement the Food Safety and Allergen Management Program
- Hazard Analysis Critical Control Point (HACCP) to ensure food safety compliance.
- Ensure compliance in relation to Food Safety Standards, Nutritional guidelines and Regulatory Requirements.
- Manage staff with clear direction on compliance and standards within Food Services in all aspects of food preparation, handling and cooking, including but not limited to presentation, service standards, hygiene, allergen control, cleaning, preparing palatable and nutritious meals, using standardised recipes and menus within the guidelines of the hospital Food Safety Plan
- Manage and lead Café 34 staff with clear direction to plan, prepare and deliver high quality product for Café 34 consumers and functions as required, including systems and schedules for operational efficiency
- Develop Menus in consultation with Food Services Dietitian and other key stakeholders, that meet the needs of all individual patients & customers, meet regulatory requirements and budgetary constraints.
- Lead team to prepare nutritious meals to meet the changing needs of customers, patients and staff in line with the Victorian and NSW Public hospital nutritional standards
- Maintain KPIs and statistics that reflect the performance of the department

Compliance

- Demonstrate an awareness and working knowledge of relevant statutory regulations including HACCP and the Food Safety Act, maintaining a high level of hygiene and safety standards in all food preparation areas
- Ensure that the food cooked is of suitable consistency according to IDDSI Standards
- Prepare dietary needs in accordance Victorian and NSW Public hospital nutritional standards
- Liaise with the relevant stakeholders regarding patient and customer feedback, special food orders, cultural and celebratory events and catering
- Adhere to and enforce Infection Control Policies and Procedures in relation to food hygiene within the catering department and hospital as a whole
- Implement the hospitals food safety program to ensure full compliance with legislatively requirements

- Develop and maintain current knowledge of food temperatures, deliveries, storage cooking and serving requirements in the healthcare industry, including relevant qualifications and foster this with the team.

Leadership

- Lead staff effectively through communication, organisation of activities and sharing of duties.
- Demonstrate ability to exercise a high degree of initiative, judgement and flexibility in solving problems
- Co-ordination of team resources to achieve daily tasks with a strong emphasis on teamwork
- Assist new members of staff to effectively perform their role including orientation, training, internal procedures and documents and helping them to support skill and knowledge acquisition
- Resolve any workplace conflict in a professional manner through the correct organisational processes
- Work collaboratively and cooperatively with all members of the team
- Maintain positive relationships and strong communication networks with all stakeholders and other departments so that quality outcomes are achieved.
- Manage staff within the context of the Hospital's policy to ensure Café 34 meets organisational needs, i.e. budget, quality, service delivery, etc.
- Manage staff in line with the MBPH Values, including active participation in projects and activities designed to improve culture.
- Lead change management and promote a positive team environment in which emphasis is placed on individual responsibility and empowerment as part of a positive work environment / culture
- Roster staff to ensure adequate provision of service, efficient use of resources and staff annual leave plan developed and maintained.
- Attend meetings as required and conduct regular staff meetings maintaining action and orientated minutes.
- Investigates concerns and/or suggestions from patients, visitors or team members and responds promptly and appropriately
- Maintains team members rosters and schedules in staffing software, review and approve reports for payroll
- Determine and provide for the Education & Training of new and existing employees on new equipment, processes, procedures or standards
- Conduct probation reviews and performance appraisals with staff on an appropriate time schedule

People Management Accountability

Communicate with influence – This position will assist in driving towards the development of a high-performance culture through strong leadership. It will meaningfully interpret and communicate the organisations strategic direction and assist to create innovative work practices to assist staff with the change process.

Performance Management – This position will provide regular supervision, training opportunities, coaching, mentoring and guidance to its direct reports. The incumbent will ensure that the annual performance reviews for its direct reports are completed on time. This includes being responsible for addressing issues that negatively impact performance.

Collaboration – This position will develop a collaborative and effective team by communicating meaningful information regularly. The position will also manage professionally and in a timely manner any issues associated with working together such as dealing with differences, conflict, shared goals and team morale.

GENERAL RESPONSIBILITIES

Employees are required to comply with the **Victorian Government's Code of Conduct**. All staff must ensure they comply with **policies, procedures** and standard ways of work practices when carrying out their work.

Employees are responsible to take reasonable care of their own **health and safety** and the safety of others, to cooperate with the group's OH&S policies and to participate in appropriate safety education and evaluation activities. All staff are expected to participate in reporting any health, safety and wellbeing issues. All staff must adhere to the policies and procedures as set out in the hospital's **infection control** manuals.

All information concerning Mildura Base Public Hospital, its patients, clients, residents and staff should remain strictly **confidential**. Any unauthorised disclosure of such information may result in disciplinary action. As a Mildura Base Public Hospital employee you have a responsibility to participate in and commit to ongoing **quality improvement** activities using the framework of the NSQHSS (National Safety and Quality Health Service Standards).

Any breach in compliance to any of the above general responsibilities may result in disciplinary action.

KEY SELECTION CRITERIA

- Trade certificate in commercial cookery, experience within a food services environment
- Demonstrated knowledge and practiced implementation of quality systems, Food Safety programs, Hazard Analysis Critical Control Point (HACCP), Food Safety Standards, National Safety and Quality Health Service Standards and Dietary Guidelines.
- Experience in leading a team in a Food Services operational service ideally within hospitals/health care
- Demonstrated well-developed written and oral communication skills, as well as strong interpersonal skills, with an ability to negotiate with relevant internal and external stakeholders.
- Demonstrates understanding of, and adherence to, safety and quality standards, Work, Health, and Safety (WHS) and the positive patient experience.
- A capacity and commitment to embrace and model the HEART Values of MBPH
- Demonstrate ability to exercise a high degree of initiative, judgement and flexibility in solving problems
- Demonstrates the ability to be caring and compassionate to a diverse range of individuals
- Ability to effectively manage while operating under time constraints
- Competency in HLTFSE001 – Follow basic food safety practices
- Competency in HLTFSE005 – Apply and monitor food safety requirements
- Competency in HLTFSE007 – Oversee the day-to-day implementation of food safety in the workplace

MANDATORY REQUIREMENTS

National Police Record Check

A current and satisfactory National Police Record Check must be presented to the Division of People and Culture by all new staff prior to commencement at Mildura Base Public Hospital.

Working with Children Check:

Mildura Base Public Hospital has a responsibility to provide a child safe environment. This position is a defined "child-related role" at Mildura Base Public Hospital. As such you must maintain a valid working with children check. In addition, you will be required to assist Mildura Base Public Hospital in providing a child safe environment by participating in any training or reporting required to ensure the protection of children in our care.

Immunisation Requirements

As part of your employment conditions, you will be asked to provide documented evidence of healthcare worker immunisation or immunity to communicable vaccine-preventable diseases prior to commencing employment with MBPH. If you do not provide satisfactory evidence that you have the required immunisation and you have commenced employment, consideration will be given to your ongoing employment and termination may result.

Drivers Licence

A current Victorian driver's licence is required for this position

All Mildura Base Public Hospital sites, workplaces and vehicles are smoke free.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Mildura Base Public Hospital's discretion and activities may be added, removed or amended at any time.

ACKNOWLEDGEMENT BY EMPLOYEE

I acknowledge having received and read the content of this position description (including but not limited to aspects of the role contained within) and understand the requirements of the position.

Employee Name: _____

Employee Signature: _____

Date: _____

MILDURA OUR VALUES AND BEHAVIOURS

BASE PUBLIC HOSPITAL



Happy WE ARE POSITIVE

As an organisation

We aspire to be happy in all our dealings with people. Everyday we strive to be the best version of ourselves, and we seek to continuously improve our organisation, ourselves and each other through personal and professional growth. We believe that happy people do their best work. We know that joy in our journey is invaluable to a sustainable and lasting success.

Individually

- Use positive language in interactions with staff, patients and community
- Honour the work we do and choose candour, respect and kindness everyday
- Focus on the positive aspects of a situation, what is going well and what can be learned
- Share in moments of joy
- Welcome others to MBPH
- Bring an energy to work that is infectious to others
- Provide growth opportunities and effective feedback to staff to ensure they are supported to achieve their best



Empathetic WE ARE CARING

As an organisation

We put our patients first, and we listen and deal with their needs. We are compassionate people who make MBPH a place for healing, growth and success for patients, their families and our staff.

Individually

- Make time to actively listen and understand one another
- Walk in others' shoes
- Consider an individual person's needs when making decisions and recommendations
- Treat others how I would like to be treated
- Recognise and support one another
- Make decisions based on patient's needs and in consultation with others involved in care



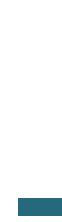
Accountable WE ARE COMMITTED

As an organisation

We take ownership of the actions and decisions made. We do the right thing in all our interactions. We reward based on great outcomes, and we are transparent in both our successes and failures. We use good judgement and everyday we make our patients' journey better.

Individually

- Be courageous in challenging the process to get a better result
- Ensure the project is clear on roles, responsibilities and timeframes
- Be engaged throughout
- Keep a 'whole of life' picture
- Comply with Code of Conduct; company policies and procedures; industry standards and legislation
- Be responsible for monitoring the right way to do things.



Respectful WE ARE OPEN TO OTHERS

As an organisation

We build effective relationships and emphasise the importance of diversity and inclusion in our workplace. We recognise and value the views and the experiences our staff and patients bring to our organisation.

Individually

- Show pride in our roles and our workplace
- Recognise and understanding the influence of a person's situation, background and beliefs and how they can be shown due respect
- Include all backgrounds- gender/ age/sex/abilities/race/religion/sexual orientation/culture
- Be aware of assumptions and biases when making decisions
- Take care of and sustain our workplace, equipment and environment
- Embrace awareness for other perspectives and experiences



Team-based WE ARE ONE TEAM

As an organisation

We do our best work when we collaborate within and across teams. Everyday we strive to be our best selves. We know that individual differences can strengthen teams and we trust and respect each other's contribution. We make sure we have the right people in the right jobs with the right tools, resources and equipment. And we know, no single person is bigger than the team.

Individually

- Acknowledge contributions of team members
- Seek to understand the bigger picture, collaborate with others openly and honestly
- Lend a hand, always
- Encourage connections with relevant internal and external stakeholders to meet patients' needs
- Collaborate and share knowledge within and across teams
- Connect with exceptional industry leaders to build capabilities
- Recognise and foster talents in others

LANGUAGE WE USE

- I choose...
- I care...
- I prefer...
- "I will"
- I can...
- Is there a better way to do this?"
- Can we explore that more so I can understand it better?"
- Will we/us/we can...

LANGUAGE WE DON'T USE

- I have to...
- I must...
- "If only..."
- "Ah well, that is because of..."
- our processes do not let us do it"
- "Things have always been done this way"
- "Them and us"

THINGS WE DON'T DO

- Negativity, sledging, rumours or gossip
- Unprofessional, inconsistent or showing lack pride in our work
- See only problems, block progress
- Wait for others to do the work
- Do nothing
- Find fault, see obstacles
- Victim mentality
- Lack of understanding for others' needs
- Emphasis on status, hierarchy, egos
- Ignore, disregard and show lack of appreciation for a person's situation, background and experience when making decisions and reacting to situations
- We will not waste others' time or keep people waiting
- Dismiss the efforts of others to achieve an outcome

