



Formed in 2016 Masonic Care Tasmania Inc. (MCT) is a state-wide provider of aged care and health care services throughout Tasmania, operating from three main sites, two in Launceston and one in Hobart, along with a number of other sites in both Launceston and Hobart.

MCT provides an integrated range of residential aged care, independent living and home care services, with a strong desire to develop and grow allied health and medical services.

MCT was created through a merging of Fred French Masonic Nursing Home Inc. and Masonic Peace Memorial Haven of Northern Tasmania Inc. (together previously known as Masonic Homes of Northern Tasmania) and Freemasons’ Homes of Southern Tasmania Inc.

The MCT Vision, Purpose, Values, Philosophy and Core Business Statements create an organisational platform for individual, team and organisational attitudes, behaviours and work practices; the culture of MCT.

MCT Vision	A world where people are supported to live as they choose
MCT Purpose	Enriching lives and communities
MCT Values	<p>Choice Honouring the decisions of individuals with integrity</p> <p>Compassion Expressing sensitivity and empathy in what we do and how we do it</p> <p>Respect Upholding the rights, beliefs and choices of individuals without judgement</p> <p>Innovation Having the courage to explore better ways of doing and being</p>
MCT Philosophy	Live Life with Us
MCT Core Business	Developing and delivering individualised aged care and health care services for people who are ageing & have emerging or actual chronic health or complex health challenges and require high care – sub-acute services.

Head Chef

Role Purpose	Reporting to the Residential Manager, this position will be responsible for leading and overseeing the effective and efficient execution of catering services whilst providing effective leadership of the kitchen and hotel services employees. The role ensures that our residents have an exceptional dining experience whilst delivering against operational standards and catering service compliance.
Location	The position to be located in Launceston operating across our two homes in Newstead and Norwood.
Reporting and Authorisation	You will report directly to Residential Manager. Any financial decisions must be aligned with the Masonic Care Tasmania Authorisation and Delegations Schedule.
Qualifications and Skills	<ul style="list-style-type: none">• Qualification - Certificate IV or Diploma in Hospitality (Commercial Cookery) (SIT30813)• At least eight years' experience in a senior hospitality services role• Menu planning experience including extensive food knowledge and creativity• Demonstrated ability to grow the commercial potential of a hospitality service.• Innovative and Creative to develop new trends and opportunities• Knowledge of issues involved in supporting and caring for older people with diverse value systems, cultural differences and special needs (desirable);• Experience in the effective mentoring and leadership of a diverse and multidisciplinary team;• Skills in leading and managing change (desirable);• Current Driver's License is required.• Current National Police Check is required.
Behaviour competencies	<ul style="list-style-type: none">• Ability to work as part of team or autonomously where required;• A highly flexible employee who can strategically assess organisational requirements;• A forward thinker who is looking for new opportunities;• The energy and willingness to learn new systems;• Ability to efficiently multitask in a busy environment to produce results;• Ability to prioritise responsibilities and meet business deadlines.
Quality Food Service Delivery	<ul style="list-style-type: none">• Ensure effective and efficient delivery of all food services in response to resident needs and quality food services principles that embed best practice.• Collaborate with senior staff to regularly review and improve food service and quality performance targets.• Responsible for the consistent preparation of innovative and creative cuisine of the highest quality, presentation and flavor for our residents resulting in high quality and resident satisfaction.• Drive menu development that is appropriate for our residents based on food and dietary requirements• Liaise with clinical staff to deliver food that meets nutritional and health requirements of our residents whilst delivering a quality food experience for our residents.• Interact with residents to obtain feedback on food quality, presentation and service levels.

		<ul style="list-style-type: none"> • Actively responds to and handles resident problems and complaints. • Ensures compliance with food handling and sanitation standards. • Ensures all equipment in the kitchen is properly maintained and in working order in accordance with local Health department and hotel standards.
	People Leadership	<ul style="list-style-type: none"> • Assign tasks; supervise chefs and cooks in the preparation and presentation of food • Maintain control of the kitchen and dining environments to ensure that all tasks are carried out efficiently and effectively • Manage staff performance, including development, ongoing learning and promoting accountability for food quality and service delivery. • Ensure effective recruitment, engagement and retention of employees who have a strong commitment to quality outcomes for our residents. • Ensure MCT's values are embedded in all facets of service delivery and practice within the service. • Provide leadership, guidance and direction to staff, creating a positive and cohesive, values and team based culture. • Support a culture that engages employees through communication, recognition, and collaboration. • Guide, support and mentor staff performance and development to enable high quality care. • Identifies the developmental needs of kitchen staffs and provide coaching, mentoring, and also helping them to improve their knowledge or skills. • Train kitchen staff on the fundamentals of good cooking and excellent plate presentations.
	Continuous Improvement	<ul style="list-style-type: none"> • Identify areas for improvement and research solutions for implementation. • Contribute to continuous improvement projects related to food services across systems and operations. • Review complaints resolution and incident management activities related to food services at the homes. • Provide analysis on a range of quality indicators and suggest responsive actions. • Evaluate food services and processes that model industry best practice. • Ensure the Residential Aged Care homes comply with all applicable legislation, governance and standards, maintaining all documentation and having practices in place to deliver high quality food services including environmental aspects. • Monitor and measure the food services experience and develop continuous improvement strategies as required. • Prepare reports for the Residential Manager and the General Manager Operations as required.
	Financial Control	<ul style="list-style-type: none"> • Ensure that operational expenditure stays within agreed budgets and timelines. • With support from the Residential Manager and corporate services team, monitor and achieve operational budgets for the homes related to food services. • Coordinate the purchasing and control of food services expenditure to meet required benchmarks and budgets.

Work Health and Safety (WH&S)	<ul style="list-style-type: none"> • Contribution to the positive growth of the organisation’s safety culture through active participation in safety initiatives, such as proactive identification and reporting of incidents, hazards and near miss events • Ensure processes are in place for work to be carried in a safe manner and that Work Health and Safety action plans are developed and implemented, with regular workplace inspections and audits being conducted
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It is agreed that these are the primary requirements for the position of the **Head Chef** however there is an expectation that this position may perform, or learn other duties, as required by Masonic Care Tasmania.

Where the requirements and tasks vary significantly, both parties agree to discuss these variations and draft a new Position Description which reflects agreed variations.

It is understood by both parties that this position description forms an integral part of the feedback process between the employee and the Executive Director Residential therefore the entire document will be considered during any performance assessment.

Employee Signature _____ Date _____
Head Chef

Employer Signature _____ Date _____
General Manager Operations