

## POSITION DESCRIPTION – Bayside Health

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|------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Date revised:</b>         | <b>10/06/2026</b>                                                                                                                                             |
| <b>Position:</b>             | <b>Trade Cook</b>                                                                                                                                             |
| <b>Award / Agreement:</b>    | <b>Health &amp; Allied and Admin - Health and Allied Services, Managers and Administrative Workers (VPS) (Single Interest Employers) Enterprise Agreement</b> |
| <b>Classification Title:</b> | <b>Trade Cook – Nationally Recognised Cert III Qualification</b>                                                                                              |
| <b>Department / Unit:</b>    | <b>Support Services</b>                                                                                                                                       |
| <b>Care Group:</b>           | <b>Regional</b>                                                                                                                                               |
| <b>Accountable to:</b>       | <b>Food Services Manager/Head Chef</b>                                                                                                                        |

### About Bayside Health

Bayside Health is a public health service delivering high-quality care across every stage of life for close to 1.2 million people living in metropolitan Melbourne, the Mornington Peninsula, Koo Wee Rup, Bass Coast and Southern Gippsland.

We have more than 15 main sites, including hospitals, centres and clinics that provide comprehensive care from welcoming newborns to supporting older people and a full range of services in between.

More than 22,000 dedicated staff are focussed on providing exceptional, equitable, and locally connected care through shared expertise, compassion, and a commitment to continuous growth. Education and training are central to staff development as we encourage all employees to strive and thrive.

Bayside Health was formed following the merger of Alfred Health, Bass Coast Health, Gippsland Southern Health Service, Kooweerup Regional Health Service and Peninsula Health on 1 January 2026.

### Care Groups

Bayside Health is organised into three care groups:

- 1. Alfred Care Group** operates The Alfred, Caulfield Hospital, Sandringham Hospital and Melbourne Sexual Health Centre. Australia's busiest Emergency and Trauma Centre and largest Intensive Care Unit is located at The Alfred. From here we provide nineteen statewide services to support the Victorian community. It is also the largest site for clinical trials in Australia.
- 2. Peninsula Care Group** operates Frankston Hospital, the new Peninsula University Hospital and Rosebud Hospital among other sites and facilities. The new hospital will transform local care with dedicated wards and services. The group also operates MePACS, a personal alarm service, which cares for around 50,000 elderly and vulnerable people across Australia.

3. **Bayside Regional Care Group** operates sites at Kooweerup, Korumburra, Leongatha, Phillip Island and Wonthaggi and specialises in rural and regional care.

## **Our Code of Conduct**

Our staff are expected to demonstrate and uphold the behaviours set out in Bayside Health's Code of Conduct.

## **Division**

### **Position Summary**

Chefs are required to provide high quality nutritious and healthy meals that meet with the nutritional standards taking into consideration of all diet codes and allergens. It is also the responsibility to maintain Food safety compliance.

### **Key duties and responsibilities**

- Prepare and cook meals in accordance with standard recipes and menu requirements.
- Follow food safety, infection control and allergen management procedures.
- Prepare meals in accordance with prescribed diet codes and texture modified requirements.
- Complete food safety monitoring and documentation as required.
- Maintain a clean and hygienic work environment.
- Assist with stock rotation and storage in accordance with food safety requirements.
- Participate in cleaning schedules and departmental quality activities.
- Work collaboratively with Food Services staff and other departments.

### **Key capabilities**

- Demonstrated ability to prepare and present quality meals in a commercial food service environment.
- Ability to follow recipes, production schedules and standard operating procedures.
- Understanding of food safety, personal hygiene and infection control requirements.
- Ability to work effectively within a team and contribute to a positive workplace culture.
- Good communication and interpersonal skills.
- Ability to organise and prioritise workload to meet service deadlines.
- Commitment to providing high-quality customer, patient and resident-focused service.
- Ability to adapt to changing workloads and operational requirements.
- Demonstrated reliability, accountability and attention to detail.
- Commitment to workplace safety, quality improvement and continuous learning.

### **Quality, safety, risk and improvement**

- Maintain an understanding of individual responsibility for patient safety, quality & risk and contribute to organisational quality and safety initiatives.
- Follow organisational safety, quality & risk policies and guidelines.

- Maintain a safe working environment for yourself, your colleagues and members of the public.
- Escalate safety, quality & risk concerns to the appropriate staff member if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with principles of Patient-Centred Care.
- Comply with Bayside Health's mandatory continuing professional development requirements.
- Comply with National Safety & Quality Health Service Standards and other relevant regulatory requirements.
- Maintain responsibility for supporting enterprise security.

## **Other requirements for all Bayside Health staff**

- Ensure compliance with relevant Bayside Health clinical and administrative policies and guidelines.
- Comply with relevant privacy legislation.
- Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Bayside Health.
- Comply with Bayside Health's medication management and medication safety policies and guidelines.
- Comply with the actions set out in the relevant section(s) of the OHS Roles and Responsibilities Guideline.
- Research activities will be undertaken commensurate with the role.
- In accordance with Directions made by the Secretary, Department of Health, all Bayside Health employees working in Category A or B roles (as determined by the department's risk ratings) must be vaccinated against Influenza with a TGA approved vaccine

## **QUALIFICATIONS/EXPERIENCE REQUIRED**

### **Essential**

- Successful completion of a recognised Certificate III in Commercial Cookery or equivalent trade qualification.
- Demonstrated ability to prepare and cook meals in a commercial kitchen environment.
- Knowledge of food safety principles and safe food handling practices.
- Ability to work effectively as part of a team and independently when required.
- Ability to prioritise workload and work in a fast-paced environment.
- Current National Police Check (or willingness to obtain).
- Current Working with Children check (or willingness to obtain).

### **Desirable**

- Previous experience in a healthcare, aged care or large-scale commercial catering environment.
- Basic understanding of therapeutic diets, texture modified diets and allergen management.
- Food Safety Supervisor qualification or willingness to obtain.
- Experience using food service management systems and electronic meal ordering systems.

- Good communication and interpersonal skills.
- Commitment to quality improvement and customer service.

## **Commitment to child safety**

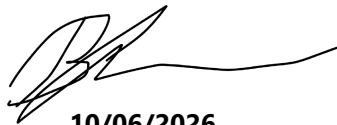
Bayside Health has zero tolerance for child abuse and is committed to acting in the best interest of children in our care. We promote cultural safety and participation of Aboriginal children, children of cultural and linguistic diversity and those with disabilities to keep them safe at all times.

## **Position Description authorised by:**

**Name:**

Blake Carew, Support Service Director

**Signature:**



**Date:**

10/06/2026