

<b>POSITION TITLE:</b> Chef Manager	<b>REPORTING TO:</b> Facility Manager & Regional Catering Manager
<b>Division:</b> Residential Aged Care	<b>Employment Type:</b> Full-time, Part-time, Casual
<b>Location:</b> Home Name	<b>Direct Reports:</b> TBC
<b>ROLE PURPOSE:</b>	
<p>Your role as Chef Manager ensures residents receive high-quality food service. You will lead the kitchen and catering team and work closely with the General Manager of the residence. You will oversee the development of the menu, manage food ordering, implement the Food Safety program, and ensure the safe use of kitchen equipment.</p> <p>Food plays an important role in an aged care residence. Mealtimes are anticipated by every resident. At Regis, the goal is to provide nutritious and tasty meals in an environment that enhances the dining experience.</p>	
<b>Role Responsibilities:</b>	
<b>1. Menu &amp; Operations</b>	
<ul style="list-style-type: none"> <li>• Responsible for all compliance aspects of Food preparation and cooking, presentation, portion standards, and quality.</li> <li>• A four-week cycle menu will be delivered as per the Regis Menu guidelines.</li> <li>• Ensure all foods are handled according to the Regis Food Safety Program and are compliant with the aged care Accreditation and Nutrition/Hydration Standards.</li> <li>• The chef continually collects feedback and submits this to the Regional Catering Manager for review/inclusion in the next menu release.</li> <li>• All Texture Modified diet and Allergens requirements are provided in line with standards of quality and plate presentation requirements.</li> <li>• Monitor and manage food wastage to ensure efficiency and cost control.</li> <li>• Ensure Invoices are processed promptly.</li> </ul>	
<b>2. Stock Control</b>	
<ul style="list-style-type: none"> <li>• Check use-by dates on all deliveries and rotate stock using the FIFO (First In, First Out) method, following 'shelf life' guidelines in the Food Safety Program (FSP).</li> <li>• Transfer cool store items from cartons to plastic containers and ensure all stock is labelled and stored in full compliance with the FSP.</li> <li>• Monitor daily stock issued to kitchenettes, ensuring it does not exceed set par levels, and return any excess to the kitchen after the evening meal.</li> </ul>	
<b>3. Staff Supervision &amp; Training</b>	
<ul style="list-style-type: none"> <li>• Prepare the catering roster in accordance with the Facility Master Costed Roster (MCR); consult the Facility Manager for details.</li> <li>• Refer to the Allocation of Duties List to define responsibilities between FSAs and PCAs.</li> <li>• Ensure all catering staff complete kitchen safety orientation at the start of employment.</li> <li>• Maintain up-to-date compliance with all mandatory training:</li> <li>• Actively participate in State-Based Chef Workshops.</li> </ul>	

<b>4. Safety &amp; Compliance</b>	
<ul style="list-style-type: none"> <li>• Ensure the Council's Food Registration Certificate is current and displayed.</li> <li>• Conduct quarterly internal Food Safety Audits, rotating responsible staff (e.g. Second Chef, General Manager, Assistant Manager, Clinical and Compliance Manager and Regional Catering Manager).</li> <li>• Archive all completed Food Safety Forms monthly.</li> <li>• Be prepared to respond appropriately to any Gastro or COVID-19 outbreak, following facility guidance.</li> <li>• Understand contract requirements for quarterly deep cleans of the kitchen and serveries.</li> <li>• Brief and educate, care staff on Dietary updates and Allergens</li> <li>• Adhere to the Regis Risk Management process and promptly report and document all accidents, injuries, near misses, and potential hazards.</li> <li>• Support investigations into incidents to help identify root causes.</li> <li>• Monitor work activities to ensure compliance with safety protocols.</li> </ul>	
<b>5. Communication and Stakeholder Engagement</b>	
<ul style="list-style-type: none"> <li>• Be ready for unannounced Environmental Health Officer (EHO) audits; accompany the EHO and address queries in real-time.</li> <li>• Support the annual external Food Safety Audit; prepare last year's audit documents and allocate a suitable workspace.</li> <li>• Log all issues in the Maintenance Book and track follow-up in the Corrective Action Document.</li> <li>• Implement dietary changes provided via the Residential Services Manager or Clinical Care Coordinator; update Dietary Summary Sheets accordingly.</li> <li>• Refer all supplier representatives to the Procurement Division at Head Office—do not negotiate locally.</li> </ul>	
<b>Skills &amp; competencies</b>	<ul style="list-style-type: none"> <li>• Strong cooking skills (quality and presentation)</li> <li>• Outstanding customer service ethos</li> <li>• Commercial focus – understands the impact of food cost management on the big picture.</li> <li>• Is proactive and focuses on continuous improvement</li> <li>• Understands the expectations of working in a multi-facility organization where corporate standards require local application and compliance.</li> <li>• Ability to implement improvements to work practices</li> <li>• Strong Food Safety legislation knowledge</li> </ul>
<b>Indicative days &amp; hours of work</b>	<p>The roasters are between Monday to Friday; however,</p> <ul style="list-style-type: none"> <li>• one of the rostered days will be on a Saturday or Sunday <b>OR</b></li> <li>• one whole weekend (S+S), every second weekend (depending on the ability of the existing roster to accommodate this).</li> </ul>
<b>General Information</b>	<p>This position description describes the general nature and level of work that the person appointed to the role is to perform. It is not intended as an exhaustive list of all responsibilities, duties, and skills required. Regis reserves the right to modify position descriptions as required. Employees will be consulted when this occurs.</p>
<b>Date:</b>	30 <sup>th</sup> June 2025