

POSITION DESCRIPTION

Position:	Assistant Cook
Program:	Aged Care and Disability program
Superannuation:	9.25% employer contribution (in addition to actual base salary)
Salary sacrifice available:	Yes – through external provider (currently \$16,050 pa attracts no PAYG) for non-casual employees
Standard working days:	Casual (week days, weekends, early mornings, afternoons and nights)
Additional hours:	Where necessary
Shift worker:	Yes (Flexibility is required as split shifts are possible)
Responsible to:	Senior Cook, Aged Care and Disability Program
Work Location:	Bagot Community, Bagot Road, Ludmilla
Work related travel:	Yes, as required

THE ORGANISATION:

The Larrakia Nation Aboriginal Corporation ("LNAC") is a member-based body corporate registered under the Commonwealth Corporations (Aboriginal and Torres Strait Islander) Act 2006 (the CATSI Act). The members are represented by a Board of Directors which is legally responsible for administering the corporation in accordance with the CATSI Act and establishing broad policies and objectives for the corporation. The Chief Executive Officer ("CEO") is responsible for implementing the policies and objectives established by the Board of Directors and managing the day-to-day activities of the corporation.

The LNAC is the peak advocacy and support agency for the Larrakia people, the traditional landowners of the Greater Darwin area. Initially established in 1998 to represent the Native Title interests of the Larrakia people, the LNAC has since evolved into a vital service delivery organisation focussed on addressing the social, cultural and economic aspirations of the Larrakia people by initiating and administering programs, projects and services for the broader Aboriginal community.

The members of LNAC are those Aboriginal persons who, under traditional law and custom, hold rights and interests to the traditional country (Darwin Harbour, Cox Peninsula, most of Gunn Point and much of rural Darwin).

LNAC is a not-for-profit organisation and receives the majority of its capital and operating expenses from the Northern Territory Government, Commonwealth Government and by entering into business partnerships with the private sector.

Approved 

Bob Savage, Chief Executive Officer Date 14/7/15

PROGRAM DETAILS:

The Aged Care and Disability program assists Aboriginal frail aged and Aboriginal younger people with disabilities and their carers living in the Greater Darwin and Palmerston regions through providing culturally appropriate Home and Community Care ("HACC") and Community Aged Care Packages ("CACP") to maintain and increase their independence and assist them to live as valued and participating members of the community.

Specifically, the program provides the following services:

Meals at home (provision of meals that are prepared and delivered to clients who are unable to prepare their own meals or maintain an adequate nutritional intake);

Centre-Based Activities (provides structured group activities designed to develop, maintain or support the capacity for independent living and social interaction which are conducted in a centre-based setting. It also includes outing and day trips conducted by the centre and providing some meals at the centre);

Transport (co-ordinate and/or provide individual transport services for the HACC target group);

Social Support (provides assistance by a companion, either paid or volunteer, in the home or outside the home to access community facilities. This service aims to maintain a client's community connection and fulfil the need for social interaction);

Personal Care (provide assistance with daily self-care, such as eating, bathing, toileting , dressing , grooming, getting in and out of bed and moving around the house);

Domestic Assistance (provides assistance with domestic chores, including assistance with cleaning, dishwashing, clothes washing and ironing, shopping and bill paying. May also include help with meal preparation where this is not the primary focus of the service);

Home maintenance (provides assistance to repairs and maintenance of a house, garden or yard to keep it in a safe condition).

PRIMARY OBJECTIVE:

Provide assistance with all aspects of food preparation and delivery for functions/events to the clients.

KEY RESPONSIBILITIES:

1. As an Assistant Cook support the Senior Cook in preparing food and as required the delivery of meals.
2. Manages the storage of food as per industry standards.
3. Providing services in culturally appropriate manner.

Approved: 

Bob Savage, Chief Executive Officer Date 12/7/15

4. Ensure relevant food handling regulations are adhered to and Occupational Health & Safety (OH&S) standards are met along with ensuring all activities comply with FoodSafe Guidelines.

SELECTION CRITERIA:

Essential:

The successful applicant will be able to demonstrate:

1. Ability to work under limited direction, exercise initiative and apply good time management and organisational skills.
2. An ability to work in a faced paced environment that requires you to undertake multiple competing tasks and have the enthusiasm and stamina to follow through in a timely and responsive manner.
3. Current NT Driver's Licence (C Class minimum), and safe driving skills.
4. Previous experience in food handling and meal preparation.
5. An understanding of the Food Safe guidelines and practices.
6. An ability and willingness to work in both the meals on wheels/catering service and perform the duties as an Assistant cook as required and directed by the Senior Cook.
7. Knowledge of OH&S principles and practices within the workplace.
8. Own mobile phone and vehicle.

Desirable:

Prior training in health, hygiene and safe food handling.

APPLICATION PROCESS

Applicants to provide a current curriculum vitae and letter explaining how they meet the selection criteria to Debbie Martin on hr.officer2@larrakia.com or by post to PO Box 1098, Nightcliff NT 0814

Approved



Bob Savage, Chief Executive Officer

Date

14/7/15

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Note:

Applicants are required to provide at least two (2) current verifiable referees and will be required to undertake a Police background check.

Employee endorsement:
employment)

(Initial each page and sign below only if offered

I, _____ [print your name]
understand and accept that I will be required to perform the duties and tasks contained in this Position Description and such other duties and tasks that LNAC may assign to me, having regard to my skills, training and experience.

Dated: / /

Signed: _____

Approved  Bob Savage, Chief Executive Officer Date 14/7/15