

Kitchen Operations Supervisor

37.5 hours/week

CASS Care Ltd is a multi-disciplined community services provider, with “CASS”, as our brand name, which is commonly known in the community. We are active in the provision of a comprehensive range of social welfare services, catering the needs from cradle to seniors, including residential aged care, home ageing, disability, settlement and health, employment and training, child care and many more community-based services. We are seeking an enthusiastic, self-motivated and multi-skilled person to fill the above position in our Kitchen team in Campsie.

Position Summary:

The appointee to this position will lead a team of staff members working in a kitchen responsible for the provision of meals to various clients on a daily basis, including residents of a residential aged care facility, seniors taking part in day centre activities, children of child care centres, staff members, volunteers, etc. In carrying out the duties, the appointee shall do on-going planning for the operations, take up developmental projects to improve and extend the business, liaise with various stakeholders, promote the services, as well as providing strong leadership and guidance for members of the kitchen team.

Main Duties and Responsibilities:

- Supervise the kitchen team in food production and presentation, order materials and ingredients, replenish stock and ensure the keeping of good documentations;
- Prepare and review kitchen staff roster, staff job descriptions, performance appraisal, etc.;
- Arrange recruitment of manpower resources, and organise appropriate training for staff members working in the kitchen;
- Ensure the implementation of WHS requirements, food safety procedures, company policies and other relevant policies and procedures;
- Identify potential hazards and implement effective measures to minimise risks promptly;
- Design and review the menu quarterly with regard to clients’ feedback and food dietitians’ advice;
- Liaise and work closely with all stakeholders to ensure that the services of the kitchen meet their needs or requirements;
- Keep abreast of knowledge about compliance and technology relevant to the kitchen operations;
- Promote the kitchen services and be sensitive to cost control of the kitchen operations in order to maintain and gain business;
- Work closely with the Management of the organisation to improve and grow the kitchen business.

Selection Criteria:

Essential	Desirable
<ul style="list-style-type: none"> • Demonstrated experience in a similar role; • Experience in driving and motivating a team in a leadership position; • Strong understanding of WHS and food safety practices; • Strong commitment to quality food production and hygiene in accordance with regulations; • Proactive approach and attitude to work; • Strong organisational planning and time management skills; • Solid understanding of food costs, cost control and stock control; 	<ul style="list-style-type: none"> • Working experience in Residential Aged Care Facility or similar establishment; • Ability to cook multicultural cuisines.



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| <ul style="list-style-type: none">• Good communication skills in English and Chinese;• Fluency in Mandarin/Cantonese;• Possess current Food Safety Supervisor Certificate;• Current National Police Certificate with clearance;• Hold a valid visa to work in Australia; and• Have the right to work in aged care. | |
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Salary and employment conditions for the above position are as per Enterprise Agreement. Salary packaging is available. Discount child care fees are available for CASS's long day care, before and after school, and vacation care services.

How to Apply:

Applications in writing providing detailed resume, responses to the above selection criteria are to be forwarded to: Ms. Phoenix Lu, Assistant Corporate Affairs Coordinator, CASS Care Ltd, 44-50 Sixth Avenue, Campsie NSW 2194 or via email to Phoenix_lu@cass.org.au.

For enquiries on the position, please call Ms. Phoenix Lu on (02) 9789 4587 Ext 1164.

Only shortlisted applicants for interview will be notified.

