



Position Description

Aged Care Services Officer & Cook

Job Title	Aged Care Services Officer & Cook
Classification	Level 4
Work Unit	Community Services
Responsible To	Aged Care Services Operations Coordinator

Primary Objective

The Aged Care Services Officer & Cook supports the delivery of safe, high-quality, and rights-based aged care services by preparing nutritionally balanced meals and assisting with culturally safe, person-centred care, in line with the Aged Care Act 2024, the Strengthened Quality Standards, and the Statement of Rights.

Key Responsibilities

1. Prepare, cook, and deliver meals that are nutritionally balanced, safe, and tailored to client needs, preferences, and cultural backgrounds, consistent with the Meal Requirements in Home Care Guidelines (2025).
2. Work effectively as an individual and in a team to contribute to the achievement of the Councils objectives and communicate effectively in the workplace.
3. Provide support and mentoring to Aged Care Support Workers to assist in the provision of care to aged people within the community.
4. Assist in maintaining an effective stock control system including procurement and stock take, in line with environmental health and food safety guidelines.
5. Complete all required paperwork including temperature logs, stocktakes, order forms, and other administrative duties as required.
6. Provide daily service provision to all clients as per their care plans including meals, transport, personal care, domestic assistance, social support as well as art and craft programs, and physical activities that enhance wellbeing.
7. Develop rapport with staff, clients/participants, families, community stakeholders, and maintain effective communication with management.
8. Actively participate in all offered training and development opportunities.
9. Comply with all Workplace Health and Safety Policies and Procedures.
10. Other duties as reasonably directed by the Aged Care Services Operations Coordinator.

Essential Selection Criteria

- Must have, or be able to obtain and maintain, a current NDIS Worker Screening Clearance.





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- Demonstrated experience in the provision of a meals program for vulnerable persons, such as Meals on Wheels.
- Hold a food safety qualification, or the willingness to obtain.
- Hold a Certificate III in Individual Support (Aging or Disability), or the willingness to obtain.
- Ability to work effectively in a cross-cultural team environment.
- Demonstrated experience in basic administrative duties.
- Proficiency in Microsoft applications such as Word, Excel and Outlook.
- A current C Class Drivers Licence, or the ability to obtain.

Desirable Selection Criteria

- Relevant qualifications in aged care, disability, nutrition, or hospitality.
- Other relevant or related qualifications.
- First Aid and CPR qualification, or the willingness to obtain.
- Previous experience living and/or working in remote Australian First Nations' communities.
- Demonstrated high level of cross-cultural awareness to ensure effective participation in a multi-cultural workplace.
- Awareness of issues affecting First Nations People in Australia.

All employment with the East Arnhem Regional Council (EARC) is subject to a Criminal History Check and the ability to obtain a NT Working with Children Clearance. Criminal history will not exclude an applicant unless it is relevant to the inherent requirements to their position.

Employees must also be prepared to travel to remote communities via various means, including 4WD vehicle and light aircraft.

East Arnhem Regional Council is an Equal Employment Opportunity (EEO) employer.

Dale Keehne
Chief Executive Officer
East Arnhem Regional Council

