



Position Description

Aged Care and Disability Services Cook/Officer

Title	Aged Care and Disability Services Cook/Officer
Salary	\$75,277.99 - \$82,983.24 p.a. plus Superannuation
Employment Type	Permanent Full-Time
Reports to	Aged Care and Disability Services Regional Coordinator
Location	Angurugu, Groote Eylandt

Position Overview

The Aged Care and Disability Services (ACDS) Cook/Officer is responsible for delivering high-quality food services to all ACDS clients, in compliance with all relevant legislation, the GARC Food Safety Plan, and food safety standards. This role ensures the efficient operation of food services and kitchen facilities, while also supporting the general day-to-day operations of the ACDS program.

Key Responsibilities

- Ensure compliance in all aspects of food preparation, cooking, presentation, and meal service, including Meals on Wheels delivery, handle all food in accordance with the GARC Food Safety Plan, accreditation requirements, and relevant legislation.
- Prepare meals with appropriate texture modifications to meet individual client needs.
- Prepare special diets as directed by a dietitian or the ACDS Regional Coordinator (e.g., diabetic, high/low protein, gluten-free), while considering client preferences.
- Manage stock control and food storage in line with the GARC Food Safety Plan.
- Check all received goods in accordance with GARC procedures.
- Contribute to effective teamwork through clear communication, shared duties, and flexibility in daily workflows.
- Adhere to and regularly review cleaning schedules and daily run sheets; maintain accurate records for quality assurance and audits.
- Maintain a safe working environment and comply with GARC Workplace Health and Safety (WHS) policies and procedures.
- Actively engage in training and professional development opportunities.
- Foster positive working relationships with colleagues and the broader GARC team.
- Perform other duties as directed by the Aged Care Disability Operational & Quality Service Manager and the ACDS Regional Coordinator.

Key Selection Criteria

- Demonstrated ability in cooking that meet service requirements.
- Food Safety Supervisor Certificate, or willingness to obtain within the first month of employment.
- Minimum Certificate III in Individual Support (Aging and/or Disability), or willingness to obtain within the first 3 months of employment.
- Valid NT Manual C Class Driver's License.
- NDIS Worker Screening Check or ability to obtain and maintain.
- Sound knowledge of food safety practises, including food handling, cooking and storage.
- Understanding of local government operations, community development principles, and relevant legislation.
- Awareness of the cultural and social dynamics within the Groote Archipelago region.
- A strong commitment to achieving meaningful outcomes for the Groote Archipelago Regional Council residents.
- Understanding of and respect for Aboriginal cultures and communities, with the ability to work collaboratively in a culturally sensitive manner.

Conditions of Employment

- The role may require travel and overnight stays within the Groote Archipelago Region and occasional work outside standard hours to meet operational needs.
- Employees must also be prepared to travel to remote communities via various means, including 4WD vehicle and light aircraft.
- Employment is subject to a satisfactory Working with Children Check, National Police Clearance, and other pre-employment screening as required.

The Groote Archipelago Regional Council is a committed Equal Employment Opportunity (EEO) employer.



Shane Marshall
Chief Executive Officer
Groote Archipelago Regional Council