



Position Description

Aged Care and Disability Services Cook/Officer

Title	Aged Care and Disability Services Cook/Officer
Salary	\$75,277.99 per annum
Employment Type	Permanent Full-Time
Reports to	Aged Care and Disability Services Coordinator
Location	Umbakumba, Groote Eylandt

Position Overview

The Aged Care and Disability Services (ACDS) Cook/Officer supports the delivery of ACDS programs, including food services, client support, and day-to-day centre operations in a remote community setting. The role is responsible for ensuring safe and compliant food service delivery while also contributing to client wellbeing, program activities, and flexible service delivery in line with ACDS operational needs.

Key Responsibilities

1. Prepare, serve and deliver meals in line with approved menus, dietary requirements, and client needs, ensuring food safety, nutrition, and presentation standards are met at all times.
2. Follow the GARC Food Safety Plan, including safe food handling, storage, temperature control, cleaning schedules, and required documentation.
3. Monitor kitchen stock levels and assist with ordering, stock rotation, and receiving goods, reporting any equipment, food safety, or supply issues to the Coordinator.
4. Support clients in line with care plans, including assistance with meals, daily routines, and participation in activities, ensuring respectful and culturally appropriate interactions.
5. Assist with the delivery of ACDS programs, including centre-based activities, social support, community engagement, transport, and meal distribution.
6. Work collaboratively with team members to respond to client needs and contribute to a safe, inclusive, and supportive environment.
7. Participate in training and contribute to continuous improvement activities.
8. Undertake other duties as reasonably directed.

Key Selection Criteria

- Demonstrated experience in cooking or food preparation in a commercial, community, or similar setting.
- Ability to apply safe food handling practices in line with food safety requirements.
- Food Safety Supervisor Certificate, or willingness to obtain within the first 3 months of employment.
- Certificate III in Individual Support (Ageing/Disability), or willingness to obtain within the first 6 months of employment.

- Ability to follow procedures, instructions and maintain records.
- Ability to work independently and as part of a small team in a remote environment.
- Demonstrated communication skills and ability to work respectfully with clients, families, and team members.
- Current NDIS Worker Screening Check or ability to obtain and maintain.
- Valid NT Class C Driver's Licence.

Desirable Selection Criteria

- Experience in aged care, disability, or community services.
 - Experience working in a local government environment.
 - First Aid and CPR qualifications, or willingness to obtain.
 - Demonstrated cross-cultural awareness and ability to work respectfully and effectively in a diverse and multicultural workplace.
 - Previous experience living and/or working in remote Australian First Nations' communities.
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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.

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



Ben Waugh
Interim Chief Executive Officer
Groote Archipelago Regional Council