

## **POSITION STATEMENT**

<b><u>Position</u></b>	Child Care Service Employee Support Worker (Kitchen Manager)
<b><u>Program</u></b>	Child Care
<b><u>Immediate Supervisor</u></b>	Centre Director
<b><u>Award</u></b>	Children's Services Award 2010 Support Worker Level 3

## **Job Description**

This position is responsible to the Centre Director for the planning, preparation and provision of all food, within the Food Handling Guidelines required by ACT Department of Health.

## **PERFORMANCE INDICATORS**

1. In relation to Southside Community Services
  - To comply with the policies and procedures of the Organisation, and the Centre.
  - To adhere to the conditions of employment.
  - To maintain confidentiality and collegiality.
  - To perform duties in a responsible manner will full account of the duty of care towards all persons involved in the service.
2. In relation to the Kitchen
  - Ensure that the food preparation areas are clean at all times

- Establish and maintain a cleaning roster for the kitchen including, ovens, microwaves, fridges, and freezers.
  - Ensure the safety maintenance of the kitchens equipment (knives sharpened, cords not frayed, wet areas signed when wet, storage areas used safely.
  - Ensure that bins are sealed at all times
  - Ensure that bins are emptied and cleaned daily.
3. In relation to Food Safety
- Check the packaging, temperature and used by dates of all foods purchased
  - Ensure all foods are stored and prepared according to food safety requirements.
  - Ensure that the correct temperatures are maintained when cooling, freezing, cooking, and re-heating foods
4. In relation to Food Purchasing
- Ensure that sufficient food is purchased for the preparation of the children's meals
  - Consult with the Centre Director to ensure that the food budget is maintained.
5. In relation to food service
- Ensure that Foods are served according to 2 to 4 hour rule
  - Ensure that foods served are safe for the children to eat (chopped small enough, suitable for babies,)
  - Maintain a record of children's allergies and dietary requirements
  - Prepare alternate meals for children with particular dietary or religious needs.
  - Consult with Room Team Leaders about the appropriate serving methods for each age group.
6. In relation to the Centre:
- To comply with LDC Licence Conditions.
  - To ensure appropriate standards are met and maintained for the Quality Improvement and Accreditation System.
  - To participate in relevant training courses as organised by your Centre Director.
  - To ensure that participation as a team member is consistent and therefore providing an inviting environment for children, parents and staff.

- To maintain a high standard of hygiene.
- To monitor the Centre's indoor and outdoor environment, so that a safe environment is maintained by reporting any potential hazards to Team Leaders or the Centre Director.
- To record and communicate accidents, incidents and illness as per Centre policy.
- To contribute to policy formation and development.

### **Qualifications**

1. Training and/or experience in Nutrition/Home Economics, or experience in the preparation and serving of food.
2. Current driver's licence and own car.

### **Selection Criteria**

1. Ability to plan and prepare a nutritious menu for children aged 0-5 years.
2. Ability to maintain a well organised, clean and hygienic kitchen.
3. Ability to ensure that all preparation and cleaning is completed within the specified times.
4. Ability to work independently and as a member of a team while respecting the needs of the children and the Centre.