

Children Services



Position Description	
Position Title	Cook
Program Location	
Reports To	Centre Director
Direct Reports	Nil
Award	Children's Services Award 2010
Classification	Children's Services Support Employee Level 3
Community Services #1 Capability Level	Level 3
Objective	<p>This role is responsible for the delivery of support and services in respect of:</p> <p>Carrying out the preparation of food for the children in the Centre;</p> <p>Supporting the health and wellbeing of the children through the planning and preparation of nutritious meals and snacks;</p> <p>Ordering and purchasing supplies in consultation with Centre Director; and</p> <p>Working as part of a team to create a safe, caring and educational place for children</p>
Key Accountabilities and Capabilities	<p>1. Menu Planning</p> <p>Implement the menu on a weekly basis; with four week rotations, taking into consideration Community Services#1's Food and Nutrition policy.</p> <p>Consult with families and guardians regarding their children's special diets, foods and allergies.</p> <p>Communicate with Room Leaders in regards to particular diets for children in their rooms.</p> <p>2. Meal Provision</p> <p>Organise orders for buying bulk food, as well as weekly and daily shopping for fresh food. Be responsible for maintaining and ordering kitchen supplies.</p>

	<p>Prepare relevant meals and snacks during the day.</p> <p>Assist other staff with serving and clearing away after meals.</p> <p>3. Food Safety</p> <p>Check the accuracy and freshness of food deliveries made to the centre and ensure all foods are stored correctly (as per Food Safety Plan).</p> <p>Complete records as per Food Safety Plan.</p> <p>Adhere to and implement Community Services#1's Food and Nutrition Policy as well as adhering to food safety standards at all times and working within the "Safety for Food Handlers" guidelines.</p> <p>Maintain all records and safety checks regarding food temperatures and monitoring records of all kitchen equipment as per Food Safety Plan.</p> <p>Be present during the External Kitchen Audit and where possible remain at the centre during Council Inspections.</p> <p>Liaise with the Food Licensing Support Officer as required.</p> <p>Ensure the kitchen environment and equipment is maintained with the highest regard to cleanliness and safety.</p> <p>4. Team Participation</p> <p>Maintain professionalism and rapport with Centre Director and other centre personnel. Work with colleagues in a spirit of cooperation to maintain and continuously improve the standard of service.</p> <p>Be willing to attend in-service courses where appropriate and staff meetings</p> <p>Organise and prepare cooking activities with children.</p> <p>Carry out other duties as requested by the Centre Director.</p> <p>5. Health and Safety</p> <p>Take reasonable care of self and others</p> <p>Adhere to Health and Safety policies and procedures at all times.</p> <p>Report any incidents or hazards at work to their manager in line with Community Services#1's Health and Safety procedures.</p> <p>Utilise any Personal Protective Equipment or clothing provided to protect their health and safety while at work.</p>
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	<p>Participate in Health and Safety Training and mandatory training such as Emergency Management Training.</p> <p>6. Compliance</p> <p>Carry out tasks in accordance with Community Services#1's policies and procedures. Ensure confidentiality of company information and records at all times</p>
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Selection Criteria	
Required Qualifications, Skills and Experience	<p>Food Handling/Food Safety Certificates</p> <p>Certificate III in Commercial Cookery (Desirable)</p> <p>Experience working as a cook in a childcare centre or demonstrated the ability to provide meals for children</p> <p>Working with Vulnerable People Card</p> <p>National Police Check</p>

Acceptance	
I understand and accept the duties and responsibilities as outlined in this position description.	<p>Employee:</p> <p>Date:</p>