

Position description

Child Care Cook

Summary information

Section	Kids' Early Learning	Directorate	City Living
Position grade	Grade 3	Position type	Permanent, part-time, Casual and Term contract, part-time
Skill descriptor	Band 1 Level 3	Direct reports	No
Reports to	Director Child Care	Release limit	\$0
Approval limit	\$0	BCC numbers	BCC837, BCC839, BCC860, BCC895, BCC908, BCC921, BCC929, BCC932, BCC942, BCC948, BCC959, BCC966, BCC978, BCC981, BCC993, BCC1002, BCC1006, BCC1015, BCC1021, BCC1029 and BCC1045
Created/reviewed	May 2022		

Our Values

TEAMWORK



CUSTOMER FOCUSED



INNOVATION



COMMITMENT TO SAFETY



Our aspiration to be the best council in Australia is reflected in our workplace values of Teamwork, Customer Focused, Innovation and Commitment to Safety. These values define who we are, what we do and how we do it. They are the basis of our culture, and influence the way we work with each other - and the way we serve our community.

It is our responsibility to apply and conduct ourselves in alignment with our corporate values. Collectively we can create a value-based organisation.

Leadership is critical to all positions at Council.

Leaders are responsible for providing direction and positive feedback to achieve business, operational and overall team performance objectives. They are responsible for enabling the success of their teams, and for ensuring their team can achieve all performance metrics whilst keeping each individual team member accountable. Our leaders are required to lead by example and provide coaching and support to enable their teams success.

Individual team members should engage positively with their leader to set and achieve business and operational objectives. They are responsible for taking ownership of their performance metrics to ensure they can achieve all their objectives.

1 Position purpose

- This position is responsible, in consultation with the Director, for ensuring the provision of nutritional meals to children attending the Centre

- Act in accordance with the NSW *Work Health Safety Act 2011*, Work Health Safety Regulation 2017 and the Work Health and Safety (WHS) System.

2 Qualifications and experience

Essential

- Completion of an accredited course in safe food handling
- Working with Children Check clearance valid for paid work.

Desirable

- Experience in cooking for large numbers and be aware of dietary requirements of young children
- Certificate in commercial cookery and/or completion of an accredited course/s in nutrition and menu planning
- Knowledge of applicable legislation/regulations
- Computer literate
- Demonstrated commitment to customer service
- Current class C driver's licence.

3 Authority

The incumbent has the authority to take any reasonable action that is consistent with the responsibilities of the position and to ensure the safe and efficient undertaking of work activities.

The incumbent's authority is subject to any limitation imposed by the management team, organisational policies, procedures and work instructions.

4 Key accountabilities

Position specific

- Prepare and serve meals and snacks allowing adequate preparation and cooking times so that meals are served on time and routines are adhered to
- Prepare menus in consultation with the Director, so that the nutritional and variety of needs of the children are met within the budgetary limits set
- Maintain a high standard of cleanliness throughout the kitchen and food storage areas so that health and hygiene of the children is maintained
- Order food, kitchen and cleaning requirements in consultation with the Director so that adequate and appropriate supplies are maintained.
- If this role is identified as a position which undertakes coordination of volunteer programs as well as the supervision of volunteers when they are on site (not including work experience placements) you will be required to:
 - familiarise yourself with our Volunteers policy and standards
 - implement the policy and follow this Managing volunteers standard in a consistent and fair manner
 - undertake training needed to effectively coordinate volunteers
 - allocate sufficient time to volunteer coordination.

Work health and safety (WHS)

- Implement, monitor and, or comply with Council's WHS system, including but not limited to work health and safety policies, standard operating procedures, risk assessments/work instructions and associated system tools in their relevant work area.
- Adequately familiarise yourself with your work health and safety responsibilities and actively fulfill these as indicated in the WHS Responsibilities guideline WHS001.
- If this role is identified as a position with 'Chain of Responsibility' requirements, as defined by the *Heavy Vehicle National Law* and Regulations, you will, as far as reasonably practicable, ensure the safety of the vehicles transport activities. This is not limited to preventing breaches of mass, dimension, load, speed and fatigue laws and regulations.
- If this role is identified as a position which undertakes child-related work, as defined by the *Child Protection (Working With Children) Act 2012*, the *Child Protection (Working With Children) Regulation 2013* and the Office of the Children's Guardian, you will be required to maintain a current and valid Working with Children Check number, renewable every 5 years. In the event that there is any change to your Working with Children certificate clearance, you are obliged to report this to your manager immediately.
- WHS001 - Matrix is attached.

Corporate

- To commit to and embrace the objectives of our community strategic plan, Our Blacktown 2041, by contributing to the delivery of our corporate objectives and strategic vision.

Equal employment opportunity (EEO)

- Demonstrate appropriate knowledge of, and commitment to, EEO principles and anti-discrimination law in the workplace.

Environmental sustainability

- Act in line with the *NSW Protection of the Environment Operations Act 1997*, the *NSW Local Government Act 1993* and seek to conserve and enhance our local environment, in consideration of Council's environmental sustainability policy through our work practices, programs and services.

5 Duties

- Prepare and serve all meals in the manner and at the time required by the Director.
- Provide for individual dietary needs where practicable.
- Ensure that all food is covered or stored in appropriate containers.
- Clean up after preparation and serving of meals.
- Maintain all kitchen equipment and fittings in a clean and hygienic state, including washing all utensils and crockery after meals.
- Prepare weekly or monthly menus with reference to the nutritional, cultural and variety of needs, for the 0-5 year age group within the budgetary limits set.
- Prepare orders for food and cleaning items, to be submitted to the Director, with reference to:
 - budgetary limitations
 - centre requirements
 - weekly or monthly menus
 - individual dietary requirements.

- Pack away food and cleaning supplies promptly after delivery.
- Perform any housekeeping tasks as requested by the Director and as time allows.
- Attend in service and educational activities as appropriate.
- Maintain confidentiality regarding all personal information relating to staff, parents and children at the Centre.
- Follow all policies, procedures and guidelines set down by Council or the Centre Director.
- Attend regular staff meetings.
- Perform any other duty which falls within the basic objectives of the position, as directed by the Centre Director or their delegate.
- The management of volunteers if required by the role.
- Other duties as directed consistent with the operations of Council.

6 Performance criteria

As per Council's performance management system.

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Individual team members should engage positively with their leader to set and achieve business and operational objectives. They are responsible for taking ownership of their performance metrics to ensure they can achieve all their objectives.

Acknowledgement and agreement

Employee	Name		
	Signature		Date
Supervisor	Name		
	Signature		Date