## Position Description: Children’s Centre Cook

**PRIMARY ROLE STATEMENT**

Our purpose is to provide valuable services that strengthen and support the Cumberland Community.

Decisions, actions and behaviours are governed by our Code of Conduct and Values and the delivery of our services is aligned to the commitments outlined in our Community Strategic Plan, Delivery Plan and Operational Plan. All employees have an accountability to ensure work and conduct is aligned to these.

In contributing to the vision and mission for children services the Children’s Centre Cook will empower today’s children to become tomorrow’s future. This role is responsible for undertaking the day to day operation of the centre they will be committed to educate and nurture children from all communities to be respectful, resilient and confident by providing an environment that is accepting, safe and inspiring. They will deliver a nutritional menu to all children on a daily basis, incorporating all special dietary requirements and cultural needs, to promote healthy living through an educational program that provides a warm and caring environment that enriches and enhances the children's lives and compliments their families’ beliefs.

**KEY DUTIES AND RESPONSIBILITIES**

# ***Key Relationships***

As the Cook you will develop key relationships with Children’s Services Staff, other Council staff, children and their families. You would have dealings with suppliers and services in relation to food and equipment purchases for the kitchen. You will be working as part of a multidisciplinary team where positivecommunication is paramount**.** Your work will enable Council to advocate for and promote the development of children and provide support to their families.

# ***Principal Responsibilities***

## **Legislation, Compliance & Reporting**

* Ensure compliance with Road Safety and parking rules.
* Complete all relevant reports and drills in relation to incidents of concern, temperatures, evacuations, accidents and maintenance requirements.
* Maintain a clean and safe environment for the children.
* Report to the Centre Director on the day to day operation of the kitchen, training required and staffing requirements, Families/Educators in Partnership event ideas, maintenance issues and parent / client needs.
* To provide meals in accordance with legislative requirements and guidelines outlined in the document Caring for Children: Food, Nutrition and Fun Activities.
* Comply with statutory obligations and accreditation principles and requirements as well as program related legislation guidelines and Council policies.

## ***Program***

* Ensure the quality care and wellbeing of each individual child accept each child as an individual and work towards developing the child to his/her maximum potential, provide positive guidance and encouragement toward acceptable behaviour.
* Ensure the dignity and rights of each child being educated and cared for by the service are maintained at all times.
* Create an environment where the children have the opportunity to become self-reliant and to develop self-esteem.
* Interact with the children and families to ensure all ideas and concerns are being discussed and their requirements are being met and that all have a voice in relation to the development of the centre and the program.
* To model a positive attitude of learning and curiosity about different ways of doing things; show a readiness to learn and discuss new ideas; maintain a creative approach to cooking.
* To provide a quality menu which includes planning and implementing a balanced program which is stimulating, interesting and exciting so the children will be given opportunities to explore and develop new tastes and skills.
* Assist in maintaining children’s journals and developmental records after cooking experiences.
* Participate in the review of asset maintenance and replacement.
* Maintain a safe, healthy and aesthetic environment.

## ***Effective Communication & Relationship Building***

* Develop relationships with children, families and staff.
* Be knowledgeable about the surrounding community know about services available and how they can be of assistance.
* To share positive information about the child with his/her parents.
* To maintain confidentiality in relation to staff, children and family matters.
* Communicate with parents and other staff in a professional manner.
* Actively interact, engage and communicate with the children at all times.
* Contribute to improved customer service and organisational effectiveness, by acting ethically, honesty and with fairness.
* Promote centre staff effectiveness, community involvement and service delivery.

## ***Business Management***

* To be willing to participate in meetings, fundraising, conferences and training courses where appropriate.
* The management and administration of Children’s Services is located in the Council Chambers at 16 Memorial Avenue, Merrylands in addition there are 17 Children’s Services centres located across Cumberland educating and caring for children from birth to thirteen (0-13) years of age. You may be required to work at any of these locations at any time.
* If your position is fixed term Council cannot give any undertaking as to continued employment on conclusion of the fixed term contract, if you have been appointed permanently then this clause does not apply.
* Each centre varies with relation to the operating hours therefore you would be required to work on a roster between 6am and 6pm, this could include split shifts, if part time you could be required to work more than your normal number of hours at your ordinary hourly rate up to a maximum of 35 per week.
* To report incidents of concern to your direct supervisor and fill out the required forms i.e. accidents and maintenance requirements.
* To assist in the preparation of daily programs.
* Attend if requested specific meetings that target areas such as NQF, nutrition, and Children with Additional needs.
* Promote children’s services to families and the wider community inform them of the benefits and variety of children’s services.
* To prepare the daily menu’s with the inclusion of all service stakeholders contributions in advance and to shop for food and supplies to ensure planned meals are prepared to detail and on time and within budget.
* To maintain the food safety program including food audits, checking of temperatures of food when delivered, temperatures of fridges and freezers and food whilst cooking and the documentation as required by the legislation.
* Provide a nutritious, well-balanced meal introducing new tastes and cooking experiences for the children.
* Organise orders for bulk food buying and weekly and daily shopping for fresh food, ensuring regular price checks and costings of different suppliers.
* Maintain supplies and keep well-stocked shelves to ensure availability of extra meals.

# ***Risk Management***

**Worker Risk Responsibilities**

* Staff are required to act at all times in a manner which does not place at risk the health and safety of themselves or any other person in the workplace.
* Staff should provide input into various risk management activities.
* Staff are responsible and accountable for taking practical steps to minimise Council’s exposure to risks including contractual, legal and professional liability in so far as is reasonably practicable within their area of activity and responsibility.

# ***Energy & Water Commitment Statement***

**Employees Responsibilities**

Staff are responsible for taking practical steps to reduce Council’s energy and water use within their activity and responsibility.

# ***Budget Responsibility***

* Assist in the development and report on the cost effective and efficient provision within the area of responsibility consistently within budget and corporate objectives.
* Ensure that financial accounts and reports provide the essential elements of transparency and accountability.

***Child Safe Organisation***

* This position is designated as child related. Applicants will need to provide suitable identification and personal details and a valid Working with Children Check Clearance Number must be submitted with your application. It is an offence under the NSW legislation for barred workers to apply for or otherwise attempt to obtain, undertake or remain in child-related employment.
* Council fully supports the aims and objectives of NSW Child Protection Legislation and associated provisions, and will implement all necessary measures to ensure a safe and supporting Council environment, which endeavours to promote child safe, child friendly practices.

***Fraud and Corruption Prevention***

* Comply with Council’s ethical conduct, risk management and policy frameworks and Fraud Control Plan.
* Follow and implement any risk based controls and procedures identified for the Business Unit to help prevent and detect any fraudulent and corrupt activity.

# ***Record Keeping***

To accept and undertake the requirements and obligations for effective recordkeeping as outlined in the document 'What have records got to do with me?' and to ensure the creation, careful handling and preservation of records which are entrusted to my care, as an employee of council.

**Work Health & Safety**

In accordance with councils WHS policy 2018, all employees have a responsibility to take reasonable care of their own health and safety, and that of others. To meet this commitment, all levels of management shall be held responsible for ensuring all staff are aware of and have agreed to work to this policy.

**ORGANISATION STRUCTURE**

**ABILITIES, QUALIFICATIONS, EXPERIENCE**

***Essential***

* Certificate in Food Safety – Follow basic food safety practices
* Certificate in Menu Planning – Plan and evaluate meals and menus to meet recommended dietary and cultural needs
* First Aid Certificate and Drivers Licence and Reliable vehicle
* Valid Working with Children Check Clearance Number
* Proven skills and experience in the following areas
* Preparation of nutritional meals for children
* Customer service
* Communication skills in written and oral format
* Computer operating systems
* Effective time management and organisational skills

## A solid understanding of

### Work, Health and Safety Legislation (WH&S)

###  Education and Care Services National Regulations

***Desirable***

## Class LR Drivers licence (Mini bus)

## Experience in working in local government

## Ability to work in a team environment with minimal supervision

## A solid understanding of relevant legislation

### Child Protection Legislation

### Work, Health and Safety Legislation (WH&S)

### Equal Employment Opportunities (EEO)

### National Quality Framework (NQF)

* Education and Care Services National Regulations
* Early Years Learning Framework (EYLF)
* National Quality Standards (NQS)
* My Time Our Place (School Aged Framework)

***Employment Screening Required***

* Qualifications verification
* Licence Check if driving Council vehicles
* Working With Children’s Check
* Police Check

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| **Classification/Grade/Band/Level** | Cumberland Grade 5 |
| **Job Function Group:** | Operational |
| **Reports to:** | Centre Director |
| **Staff Reporting Responsibilities:** | Nil |
| **Budget Responsibility:** | Yes |

Date:

Agreed:

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