

Position Description

Position Title:	Child Care Centre Cook
Responsible to:	Child Care Centre Coordinator
Directorate:	City Growth
Award/Classification:	Local Government Employees Award – Grade 3
Category of Employment:	Part-Time

Objectives of the Position:

The Cook is accountable for providing efficient and effective support to the Child Care Centre function of Council. This role is responsible for providing a high quality nutritional meals for children aged 0-5yrs.

Key Deliverable and Responsibilities:

Primary Purpose	Responsibilities
Child care nutritional meals	<ul style="list-style-type: none"> Co-ordinate and provide a nutritional daily diet for children attending the Centre; morning tea, lunch and afternoon tea. Maintain appropriate stock levels for the Centre's needs. Prepare food stuffs in a hygienic and safe manner. Keep within a given budget. Keep kitchen, pantry and surrounds clean in accordance with the accredited Food Safe Course - SRER. Order food stuffs, prepare nutritional menus, cook the meals to the daily number of children, clean dishes and to maintain a hygienic and safe kitchen and dining area. Prepare flexible and interesting menus. Supervise volunteers and work experience students as required

The employee may be required to undertake other duties and functions from time to time as provided by Management within their level of skills, competence and classification.

Indicators and responsibilities to be reviewed on a regular basis and are subject to change.

Position Criteria:

Essential Criteria:

- Ability to work independently with minimal direction from supervisor
- Experience working with Children
- Experience in the food industry
- DCSI Child Related Employment Screen (or ability to attain)
- Mandatory Reporting – Responding to Abuse and Neglect Training (or ability to undertake)

Desirable Criteria:

- First Aid Training
- Menu planning
- Certificate III Children's Services
- Asthma and Anaphylaxis Training



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Required Values and Behaviours:

The commitment required of this position is in accordance with our Fair Treatment Principles and Expectations. The employee will actively support and contribute, through their behaviours, to the Whyalla City Council's Values.

Behavioral expectations that support our values include but are not limited to:

- Ensuring customer-focused, accountable and responsive service delivery to customers, adapting style and service delivery where required.
- Ensuring productive relationships with stakeholders (internal and external) are maintained, including being empathetic, listening to, and understanding our customers and employees.
- Actively contribute to the strategic objectives of the Council.
- Striving towards achieving excellence, promoting and fostering a continuous improvement philosophy.
- Ensuring any decisions or actions are in accordance with good governance, legislative requirements and delegations / authorities.
- Compliance with all Workplace Health and Safety, Risk and Return to Work Management Systems and attending/participating in training and meetings.
- Maintain currency within professional field including ensuring that any applicable Legislative / Regulatory changes affecting the way in which work is undertaken is regularly researched and where necessary acted upon to ensure Council compliance.
- Ensuring all activities undertaken for Council comply with the State Records Act 1997 including the consistent utilisation of the City of Whyalla Records Management Systems.
- Compliance with all Council Policies, Procedures and documented practices.
- Maintaining licences and accreditation in line with expectations of the role.
- This position may have delegated financial responsibility pertaining to their functional area/s, where applicable the incumbent has a responsibility to ensure they are acting within their delegated authority.

Special Conditions:

The employee may be required to work outside of normal business hours in full consultation with the Manager and in order to perform the position.

Acknowledgement:

I have read and understood the requirements, responsibilities and accountabilities of the role as outlined in this Position Description. I understand that this position description may be further reviewed at a future date in consultation with each of the undersigned parties.

Employee Name:	Signature	Date: ____ / ____ / ____
Supervisor / Manager	Signature:	Date: ____ / ____ / ____

Child Care Centre Cook PD Development Date: V2 May 2021. Review Date:

