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| **COOK** | |
| **POSITION NUMBER** | **5118, 5030, 5045, 5254** |
| **DIRECTORATE** | **Community and Culture** |
| **SECTION** | **Children’s Services** |
| **REPORTS TO** | **Centre Coordinator** |
| **DIRECT REPORTS** | **Nil** |
| **GRADE** | **5** |
| **CONDITIONS OF EMPLOYMENT** | Local Government (State) Award 2017 |
| **DATE PREPARED** | January 2019 |
| **DATE LAST UPDATED** | June 2019 |

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| 1. **PURPOSE OF THE POSITION** |
| To provide balanced menus, nutritionally sound meals appropriate for children aged Birth to 5 years, as  specified by the guidelines set out in NHMRC Dietary Guidelines for Children and Adolescents in Australia incorporating the Infant Feeding Guidelines for Health Workers. |

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| 1. **KEY ACCOUNTABILITIES** |
| * 1. Prepare and display nutritionally sound menus on a weekly basis.   2. Manage and prepare nutritional meals for children’s specific needs within in a long day care service.   3. Ability to modify and adapt menus to ensure risk to allergic individuals is eliminated or minimised.   4. Ensure stocks and supplies for the kitchen are kept up to date and that adequate supplies are available.   5. Maintain a safe, clean, hygienic environment in compliance with Food Standards Australia /New Zealand.   6. Systematically review and plan menus to ensure that they are compliant with dietary requirements as well as being culturally / family appropriate.   7. Identify any potential hazards and act appropriately.   8. Undertake Professional development training sessions.   9. Ability to consider and act upon the needs of the organization (Georges River Council and in particular Children’s Services) when required in order to meet community needs.   10. Work in accordance with the requirements of the Children (Education and Care Services National Law Application) Bill 2010, Education and Care Services National Regulations and the National   Quality Standards for Early Education and Care. |

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| 1. **WORKPLACE HEALTH AND SAFETY** |
| ‘There is always time to work safely’. We all have a responsibility for Workplace Health and Safety. All employees must observe safe work practices and operating procedures and comply with the requirements of the WHS legislation and Council’s Policies and Procedures relating to Workplace Health and Safety. |

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| 1. **MODEL CODE OF CONDUCT** |
| Council’s Model Code of Conduct sets out minimum standards of conduct that is expected of employees and which we must adhere to. Employees must be impartial and fair in dealings with residents, customers, suppliers, general public and with each other in order to retain trust, confidence and support. |

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| 1. **EQUAL EMPLOYMENT OPPORTUNITY** |
| Georges River Council wants to build a workplace free from discrimination and harassment. It is the responsibility of all employees to ensure that they treat all colleagues and customers with respect and professionalism without regard to non-relevant criteria or distinctions. |

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| 1. **COUNCIL’S POLICIES, MANAGEMENT GUIDELINES AND PROCEDURES** |
| Comply with all Council’s Management Guidelines, Policies and Procedures |

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| 1. **CUSTOMERS** |
| * 1. Provide effective service to Council customers and the community   2. Provide effective service to internal customers   3. Present a positive image of council |

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| 1. **LIMITS OF AUTHORITY** |
| Please note that this position holds delegations pursuant to section 378 of the Local Government Act. Responsibilities are to be exercised in accordance with Council’s Delegations of Functions. |

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| 1. **SELECTION CRITERIA** |
| **Qualifications, Certificates & Licences**   * 1. Certificate CHCCN3C or equivalent: Prepare nutritionally balanced food in a safe and hygienic manner.   2. Certificate HLTNA2A or equivalent: Plan & evaluate meals and menus to meet recommended dietary guidelines.   3. Current Working with Children Check Number/Clearance (must be issued after 2013)   4. Certificate CHCPRT001 – Identify and respond to children and young people at risk   5. Certificate – 22282VIC – Management of Asthma Risks and Emergencies in the Workplace.   **Essential**   * 1. Demonstrated knowledge of appropriate health and hygiene practices.   2. Demonstrated understanding of children’s’ varying cultural/language backgrounds and those with special needs.   3. Proven ability to show flexibility in approach in order to meet the requirements of the Children and families.   4. Demonstrated ability to forecast and work with an allocated budget.   5. Willingness to participate in meetings in-services and undertake professional training when required.   6. Effective communication and interactive skills with children and adults.   7. Proven ability to work as an effective team member.   **Desirable**   * 1. Experience in cooking for large groups.   2. Knowledge of other languages.   3. Experience working in Early Childhood settings with children aged birth to six years. |

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| **EMPLOYEE ONLY** |
| I have read and understand the content of this Position Description and undertake to meet the key accountabilities in an appropriate manner.  Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **Staff Use Only** |
| PP2 - Comprehensive pre-employment medical assessment including audio |