

POSITION DESCRIPTION

Position Title	CHILDREN\$ SERVICES COOK	
Directorate	Community Services	
Section / Location	Children\$ Services / Leichhardt Service Centre	
Responsible to	CENTRE CO-ORDINATOR/NOMINATED SUPERVISOR	
Position Supervises	Direct: Nil Indirect: Nil	
Position No.	CC0017	Service Centre Grade: 3B - 3F
Award Band & Level	Band 1 Level 3	
Allowances	Nil	
Status and Hours	Permanent part . time position . 32.5 hours per week	
Legislative requirements	Working with Children Check . This is not a legislative requirement for this positon but Council presently prefers Cooks to hold this check .	
Date reviewed: 28 th July 2016		Reviewed by: Children\$ Services Management & Leadership Team

The Inner West Council was formed on Thursday 12 May 2016 as a result of the amalgamation of Ashfield, Leichhardt & Marrickville Councils by the NSW State Government through the Local Government Proclamation 2016 (Council Amalgamations). The new Council has a population of 185,000 people and covers an area of 36 sq km and employs 1,250 people.

The Inner West Council operates across the areas previously governed by the former Ashfield, Leichhardt and Marrickville Councils. All Inner West Council employees may be transferred to any of these areas to allow sustained productivity and opportunities for skills growth.

POSITION PURPOSE

The Children's Services Cook is accountable for planning nutritionally balanced menus for children within an allocated budget, hygienic preparation of nutritious meals and organising all aspects of kitchen work, and assisting the Co-ordinator in the day to day running of the education and care service.

SELECTION CRITERIA

Inner West Council is committed to the principles of Equal Employment Opportunity, Work Health and Safety, sustainability, continuous improvement and business excellence. The community is at the heart of the organisation and Council puts its values First with flexibility, integrity, respect and the spirit of team as a set of values and associated behaviours for all levels in the organisation. Employees are expected to demonstrate commitment to these values in performing their respective roles. In addition to these, the following criteria outline those that are relevant to this specific position.

Essential Criteria:

1. Demonstrated ability and experience in the preparation of appropriate food and beverages for children in an early childhood environment.
2. Knowledge of dietary, nutritional, cultural requirements of children 0-5 years including allergies and food intolerances
3. Demonstrated ability and knowledge of hygienic food preparation, storage and cooking practices.
4. Statement of Attainment in Nutrition and Menu Planning (HLTNA302B) and Safe Food Handling (THHGHS01B) or equivalent as a minimum.
5. Demonstrated ability to prepare rotating menus and order food supplies.
6. Demonstrated ability to work as a co-operative and collaborative team member.
7. Knowledge of EEO & WH&S issues and their application in the workplace.
8. Current First Aid Certificate, Anaphylaxis and Asthma Management certificate

Desirable Criteria:

1. Can meet Child Protection Act requirements and holds a current NSW Working with Children Check clearance.

KEY DUTIES, ACCOUNTABILITIES & RESPONSIBILITIES:

1. Plan menus for the children that provide variety and balanced nutrition in consultation with the Nominated Supervisor and Educators.
2. Ensure all requirements of children with allergies, intolerances and other dietary needs are met within the menu planning and meal preparation.
3. Keep up to date in relation to Department of Health guidelines and other community standards as required
4. Assist in the ordering of all weekly food within the budgetary allocation and ensure accounts are forwarded promptly to the Nominated supervisor and admin officer for payment.
5. Hygienically prepare lunch, morning tea and afternoon tea daily following safe food practices
6. Maintain a tidy, clean, hygienic kitchen, with daily, weekly and monthly duties as required

7. Ensure food is presented to children in an appealing and timely manner.
8. Assist educators at meal times as required.
9. Cater for special events as required.
10. Interact with children and families in a positive manner.
11. Ensure a comfortable, inviting, stimulating, caring atmosphere is maintained.
12. Treat each child as an individual and respond to their needs accordingly.
13. Use positive techniques of guidance, redirection and reinforcement with children to assist them to manage their behaviours and the behaviour of others.
14. Assist in preparation and maintenance of resources to provide learning experiences that may involve cooking experiences.
15. Assist to ensure children maintain a reasonable standard of personal hygiene.
16. Contribute to centre tidiness/cleanliness as part of the daily routine.
17. Respond to illness, accidents and emergencies according to the Council's and the service's policy guidelines and practices.
18. Follow Council's policies and procedures to prevent the spread of infection.
19. Follow Council's policies and procedures to prevent back injury for staff.
20. Contribute to the maintenance of good staff relations, by being an active team member.
21. Maintain regular attendance and inform the Nominated Supervisor as soon as possible of illness so that casual staff can be employed.
22. Demonstrate confidentiality, as outlined in Council's child care policies.
23. Conduct other projects/duties as required by the Nominated Supervisor or Manager, Children's Services.

KEY RELATIONSHIPS:

Internal: Centre Co-ordinators, Children's Services staff, other sections of Council

External: Parents, suppliers

INHERENT PHYSICAL REQUIREMENTS

Functional requirements:

1. Ability to walk on various surfaces this can include at times wet floors.
2. Ability to bend, squat and kneel for long periods of times.
3. Ability to lift and carry varied weights frequently
4. Ability to perform repetitive tasks with upper limbs.
5. Ability to stand for prolonged periods, intermittently for up to 6-7 hours a day

Physical Attributes:

1. Possess good special perceptive and balance.
 2. Possess good fine motor skills to operate equipment.
 3. Full functional use of shoulders, arms, wrists and hands.
 4. Full functional use of lower back, hips, knees and ankles.
 5. Possess grip strength
 6. Full range of movement of the neck
 7. Ability to tolerate the outdoor environment (heat, cold, wet, humidity)
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WORK HEALTH AND SAFETY RESPONSIBILITY STATEMENT **EMPLOYEES WITH NO STAFF REPORTING TO THEM AND/OR NO MAJOR** **PROJECT RESPONSIBILITY**

LEVEL 6

Level 6 staff are required to perform their duties in accordance with their job description and safe working practices. It is the responsibility of each staff member to ensure that they comply with Work Health & Safety legislation as well as Council policies, procedures and safe work practices and that their actions do not subject any person to risk. The responsibility of this position requires:

Responsibilities	Performance Measures
<ul style="list-style-type: none"> Ensuring all work is performed in accordance with requirements of the Health and Safety policy, procedure and legislation 	<ul style="list-style-type: none"> Conformance to WH&S policy and procedures Knowledge of, and use of Safe Work Method Statement (SWMS) and Standard operating procedures
<ul style="list-style-type: none"> Taking reasonable care for their own Health and Safety as well as that of others 	<ul style="list-style-type: none"> Use of SWMS and Standard operating procedures
<ul style="list-style-type: none"> Having an understanding of the Health and Safety requirements associated with their employment 	<ul style="list-style-type: none"> Training records
<ul style="list-style-type: none"> Reporting all identified hazards, accidents/incidents and near misses to their manager/supervisor Ensure all potential or actual areas of danger within the workplace are immediately made safe, repaired and reported to the appropriate person/s as soon as possible; 	<ul style="list-style-type: none"> Hazard identification reports Workplace inspection reports
<ul style="list-style-type: none"> Using and maintaining all safety equipment and personal protective equipment (PPE) in accordance with relevant standards. 	<ul style="list-style-type: none"> PPE maintenance records Knowledge and use of Standard operating procedures
<ul style="list-style-type: none"> Working in accordance with relevant competency standards 	<ul style="list-style-type: none"> Training records. Supervisor site inspection records
<ul style="list-style-type: none"> Knowledge of WH&S and related legislation within scope of job description 	<ul style="list-style-type: none"> Attendance at training sessions

Applicant Declaration

I, have read and understood the position description for the ***Children's Services Cook*** as detailed in this document.

Signature: _____

Date: _____