



## POSITION DESCRIPTION

<b>Position Title</b>	Children Services - Cook	
<b>Directorate</b>	Community	
<b>Service</b>	Children's Services	
<b>Responsible to</b>	Children's Centre Coordinator	
<b>Position Supervises</b>	<b>Direct:</b> Nil <b>Indirect:</b> Nil	
<b>Position No.</b>	TBA	
<b>Status</b>	Casual	
<b>Hours</b>	Varied part-time hours between centres	
<b>Salary Point</b>	Step 9 (plus an additional 25% loading)	<b>Band &amp; Level:</b> 1 / 3
<b>Allowances</b>	As applicable to the position	
<b>Pre-employment checks</b> <b>Legislative requirements</b>	<input checked="" type="checkbox"/> Working with Children Check <input checked="" type="checkbox"/> Pre-employment medical	
<b>Date reviewed:</b> 26 November 2021		<b>Reviewed by:</b> Senior Manager Children's Services

## **POSITION PURPOSE**

Responsible for planning and producing nutritional meals, beverages and snacks for children from six weeks of age through to children up to six years of age. To deliver meals, beverages and snacks, within allocated budgets and according to standards set by relevant statutory authorities, including Council. Contribute to Council's overall commitment to healthy living and well-being, through participating in an education and care program that enriches and enhances children's lives and compliments their families' beliefs.

## **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 of integrity, respect, innovation, compassion and collaboration at the centre of everything we do. 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. Statement of Attainment in Nutrition and Menu Planning (HLTNA302B) and Safe Food Handling (THHGHS01B) or equivalent as a minimum.
2. Current First Aid Certificate, Anaphylaxis and Asthma Management certificate
3. Current NSW Working with Children Check and the ability to meet Child Protection Act requirements.
4. Demonstrated ability and experience in the preparation of nutritional food and beverages for children (0-6 years) in an early childhood environment
5. Demonstrated knowledge of dietary and cultural requirements for children in an early childhood environment including but not limited to allergies and food intolerances.
6. Demonstrated knowledge and experience in implementing hygienic food preparation, storage, cooking practices and monitoring food elimination plans.
7. Ability to prepare and review menus and ordering food supplies through collaboration with relevant stakeholders to ensure planned meals are prepared to detail and on time and within budget.
8. Good communication and interpersonal skills with a demonstrated ability to work as part of a team.
9. Understanding of EEO, WH&S and environmental management principles as applied in the workplace.

### **Desirable Criteria:**

1. Experience working in a Children Services environment.
2. Demonstrated knowledge of the diverse nutrition needs of children relating to developmental stages taking into consideration: meals, beverages and foods for infants through to children up to six years of age.
3. Ability to prepare and implement the menu in collaboration with Munch and Move.
4. Statement of Attainment in Prepare Nutritionally Balanced Food in a Safe and Hygienic Manner (CHCCN3C) or equivalent. (Not essential at commencement but must be obtained within the first 6 months of employment).
5. Develop menus to meet dietary and cultural needs of children under 6 years of age. (THHADCAT02B) or equivalent] (Not essential at commencement but must be obtained within the first 6 months of employment).

## **KEY DUTIES, ACCOUNTABILITIES & RESPONSIBILITIES:**

### **Providing nutritional and quality meals and beverages to children by:**

1. Engaging in ongoing learning to keep up with industry standards
2. Planning, preparing and cooking nutritious foods for large groups of young children under 6 years of age, in accordance with nutrition and dietary guidelines (e.g. NSW Department of Health and Council's standards, Munch and Move program).
3. Planning menus for children that provide variety and balanced nutrition in consultation with all relevant stakeholders (Centre Coordinator, Educators and Parents).
4. Documenting recipes, menus, and other relevant records as required.
5. Ensuring all requirements of children with allergies, intolerances and other dietary needs are met within the menu planning and meal preparation.
6. Ensuring food is presented to children in an appealing and timely manner.
7. Catering for special events as required by the Centre Coordinator.
8. Assisting the Educators at mealtimes as required.
9. Ordering stock and supplies to ensure planned meals are prepared to detail and on time and within budget.

### **Ensuring the Hygiene, Safety and Health by:**

1. Implementing food handling procedures in accordance with Department of Health regulations and keeping up to date with the regulations / standards as required.
2. Maintaining a clean, hygienic and safe work environment by conducting food audits, checking of temperatures of foods when delivered, temperatures of fridges and freezers and temperature of food whilst cooking.
3. Following and contributing to Council and C&FS Policies and procedures including Council's SAFE work procedures including those relating to kitchens and the safe and hygienic preparation, provision and storage of foods and drinks.
4. Hygienically preparing lunch, morning tea and afternoon tea daily following safe food practices

### **Contribute to the professional principles of Council and the Centre by:**

1. Working with the team to maintain and improve standards of service provided in the workplace / centre.
2. Attending and participating in centre staff meetings and/or other events when/as required (this may include outside usual work hours).
3. Contributing to centre-wide educational programs focused on healthy eating as part of overall health and wellbeing programs.
4. Maintaining courteous and respectful communications with all stakeholders this includes staff, external food providers and parents.
5. Participating in and contributing to sustainability programs operating in the centre and as promoted by Council eg. Waste Composting, implement and monitor worm farms, purchasing with a view to minimising packaging that cannot be recycled or that is difficult to break down, such as plastic wrapping, plastic bags and polystyrene.
6. Committing to IWC Principles, continuous improvement and other corporate systems.
7. Conducting other projects/duties as required by the centre director / nominated supervisor and/or manager/s.
8. Assisting in the preparation and maintenance of resources to provide learning experiences that may involve cooking experiences.
9. Demonstrating confidentiality, as outlined in Council's childcare policies.
10. Ensuring the dignity and rights of each child being educated and cared for are always maintained and contribute to creating an environment where children have the opportunity to become self-reliant and develop self-esteem.

## **KEY RELATIONSHIPS:**

**Internal:** Children's Services staff

**External:** Children, their parents and/or carers and extended families; food and beverage 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)

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

### **Applicant Declaration**

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

Signature: \_\_\_\_\_

Date:        /        /