
Childcare Kitchen Officer

Position description

November 2022



Northern Grampians Shire Council
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Position description

Position title	Childcare Kitchen Officer
Classification	Band 2
Directorate	Corporate and Community Services
Department	Early Years

Our organisation

Northern Grampians Shire Council has a diverse employment base, across 14 worksites in the Grampians Region of Victoria and employs people to provide services and governance to local communities. We offer flexible work arrangements, providing access to relevant training and professional development opportunities with a variety of employee benefits. We promote innovation, responsiveness, respectfulness and continuous improvement as our core values.

Position objectives

This position supports the provision of snacks and meals to the St Arnaud Early Learning Centre clients.

Key responsibility areas

- Undertake shopping and grocery deliveries.
- Undertake food preparation activities in the centre.
- Manage the provision of a clean and safe kitchen environment.
- Liaise with staff and children in the centre, as required.
- Perform, as directed, other duties that are within the limits of the incumbent's skill, competence and training.

Corporate responsibilities

- Ensure that Council's Code of Conduct is adhered to at all times
- Adhere to Council's OH&S, equal opportunity, child safety and wellbeing and risk management policies, procedures and work practices as well as act in accordance with the Charter of Human Rights.
- Ensure that information about the activities and direction of the role are communicated to managers and staff within the organisation
- Ensure all organisational reporting, Council and management meeting requirements are completed accurately and on time
- Ensure Council's document management and customer-tracking systems are utilised and correspondence is actioned within required time frames

Organisational relationship

Reports to	Team Leader St Arnaud Early Learning Centre
Manages	NA
External relationships	Vendors, parents, children, agencies
Internal relationships	All council employees

Accountability and extent of authority

- Employees perform broad tasks involving the utilisation of a range of basic skills.
- Employees work under routine supervision either individually or in a team environment.
- Work performed falls within specific guidelines including the exercise of discretion in the application of established practices and procedures.
- Employees are responsible for the quality of their work.
- Employees assist in the provision of on-the-job training in conjunction with tradespersons and supervisors/trainer

Judgement and decision making

- Work activities are routine and clearly defined. The tasks to be performed may involve the use of a limited range of tools, techniques and methods within a specified range of work. Employees may resolve minor problems that relate to immediate work task.

Specialist skills and knowledge

- Employees require the following skills:
 - The undertaking of semi-skilled work.
 - Assistance to skilled employees.
 - Kitchen Assistant.

Interpersonal skills

- Employees require basic oral communication skills and where appropriate written skills, with clients, members of the public and other employees.

Qualifications and experience

- Employees will have commenced on-the-job training which may include an induction course.
- Possess a suitable Food Handlers Certificate

Selection criteria

- A demonstrated ability to communicate on a variety of levels.
- High standards of hygiene and understanding of safe work practices in a food preparation environment.
- Ability to prepare and serve food and beverage in an Early Learning setting/environment.

Conditions of employment

Conditions of employment are in accordance with the *Northern Grampians Shire Council Enterprise Agreement Number 9 – 2021* and Northern Grampians Shire Council policies and procedures.

Emergency Management - All employees may be required to undertake Emergency Management Duties as directed.

Qualifying period - All Council appointments are subject to a minimum period of employment (“qualifying period”) of six months.

Driving licence – The incumbent must hold a current driver's licence which allows them to drive within Victoria.

Medical examination - All appointments are required to undertake a satisfactory pre-employment medical examination at Council's expense.

COVID-19 Vaccination – All Council appointments must provide evidence of their vaccination status to meet mandated vaccination requirements.

Working with Children Check - The incumbent must hold a current Working with Children Check.

Police Check - All appointments are subject to a satisfactory National Police Record Check.

Workcover arrangements - As a condition of appointment to this position, the appointee must disclose pre-existing illnesses or injuries prior to employment and may be required to undertake a medical examination with a Registered Medical Doctor; failure to do this may remove the appointee's entitlement to any future Workcover compensation.

Document review

Date Approved/reviewed	January 2023
Prepared by	Manager People and Culture
Approved by	Chief Executive Officer

Employee Signature

[acceptance_status]

[acceptance_date]

[candidate_name]