



Early Education Centre - Cook

POSITION PROFILE

Division	Shire Services	Status	Part-time
Unit	Children's Services	Salary Grade	Grade 2
Reports to	Centre Director, Early Education Centre	Reviewed	June 2022

STRATEGIC INTENT

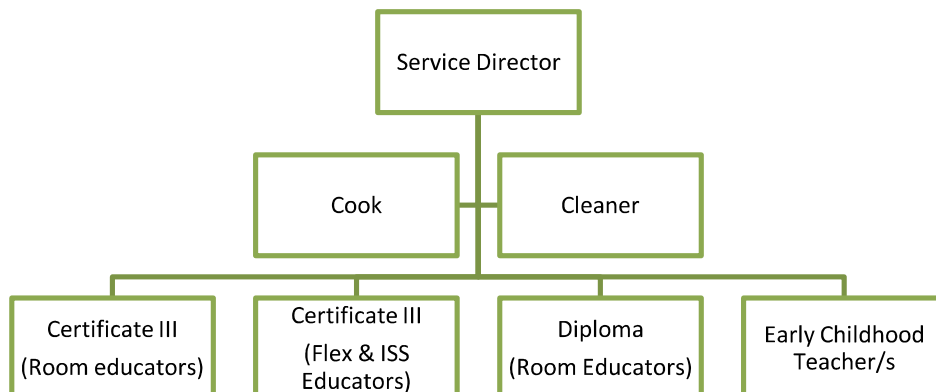
Deliver a range of high quality Children's Services that meet the needs of the community ensuring equity of access, while maintaining financial sustainability as a business unit within Council.

POSITION PURPOSE

The role of a cook in the early education centre is to plan, prepare and provide a nutritionally balanced menu that caters for individual needs of the children enrolled. The menu needs to incorporate dietary requirements of the children, cultural backgrounds and be based on Australian Dietary Guidelines. Focus areas of the role are:

- To contribute to ensuring each child's health and nutrition is promoted by providing nutritionally balanced meals and snacks
- To communicate effectively and ethically with members of the team and share knowledge and information about the menu and meals provided
- To participate in critical reflection on the practices of the centre that contribute to the provision of food and drinks to children

STRUCTURE



POSITION OUTCOMES AND ACCOUNTABILITIES

OUTCOME TO BE DELIVERED	PERFORMANCE STANDARD
Menu planning / budget	<ul style="list-style-type: none"> Menus reflect current recommendations from Australian Dietary Guidelines and other recognised authorities Menus are planned and varied for each meal time Collaborate with Centre Director to develop balanced seasonal menus within a set budget Children have opportunity to make decisions about their food choices Meal times are in alignment with centre routines Children's individual dietary requirements are accommodated within menu Cultural diversity is evident in menu planning Food orders are placed to meet menu plans To understand and meet the budget set for food/ catering equipment Preferred suppliers are accessed following corporate procedures
Health & safety / safe environment	<ul style="list-style-type: none"> All areas of the kitchen and utensils used in preparation of food are kept clean and tidy Food Safe cleaning guidelines are followed Kitchen utensils and appliances are used in a safe manner following manufactures operating instructions Food and drinks are stored and handled in a safe and hygienic manner Daily records are maintained for temperature checks of appliances and food to ensure food safety requirements are met All deliveries of food/drinks are checked at time of delivery and accurate records maintained for temperature checks and returned goods. Personal Protective Equipment (PPE) is utilised for any tasks identified as part of the centre risk assessments Notify Director of any maintenance issues
Contribute to educational program and practice	<ul style="list-style-type: none"> Work in collaboration with educators, children and families in relation to mealtime routines, menu planning, health and nutrition information Commit to and support the centre with sustainable practices and environmental programs
Relationships and interactions with children	<ul style="list-style-type: none"> Appropriate utensils are provided to Educators and children to encourage independence at meal times Build relationships with children through positive daily interactions. Contribute to creation of relaxed, unhurried mealtimes through good time management and efficient practices

	<ul style="list-style-type: none"> To engage children in discussions and experiences that relate to food and nutrition with the support of educators.
Relationships with families	<ul style="list-style-type: none"> Develop a good rapport with families Utilise information supplied by families in menu planning, including special dietary requirements / restrictions.
Team work and collaboration	<ul style="list-style-type: none"> Participate in the workplace improvement process and provide input and suggestions in relation to provision of food and drinks Communicate with other team members around menu plans and provision of food and drinks across the day Attend and participate in staff meetings as required
Professional development /	<ul style="list-style-type: none"> To keep up to date with current issues around provision of food and drink to children Attend relevant meetings and training courses to maintain knowledge and upskill Implement any relevant industry changes to menu or kitchen as required

SELECTION CRITERIA / SUCCESS PROFILE

Qualifications, Certificates or Licences	Essential	<ul style="list-style-type: none"> Working with Children Check number to be provided for verification. Food Handlers certificate or willing to complete on appointment
	Desirable	<ul style="list-style-type: none"> Recognised basic training course in nutrition First Aid Certificate Knowledge and understanding of Anaphylaxis
Experience or skills	Essential	
	Desirable	<ul style="list-style-type: none"> Experience in hospitality / catering industry Experience catering for 0-5 year old children, including special dietary requirements

CORE CAPABILITIES

Attributes	<ul style="list-style-type: none"> Decision making: Achieving desired outcomes by evaluating and identifying options and involving others in decisions affecting them. Goals oriented: Works to achieve self-set goals, taking on challenging tasks when necessary in order to achieve them Critical thinking: Critically examine work and activities, considering alternative points of view and approaching an issue as it relates to different stakeholders. Menu planning, knowledge of Department of Health Regulations, time management skills Communication skills: able to articulate matters in simple terms. People skills: able to approach and attempt to resolve disputes in a constructive way and able to provide positive and constructive feedback when necessary.
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	<ul style="list-style-type: none"> ▪ Team focussed: Willing to be mentored, and to share skills, experience and knowledge via formal and informal collaboration with colleagues
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OUR VALUES

Behaviours	<ul style="list-style-type: none"> ▪ Collaborate – We are a united team. We work together to deliver great outcomes for our community ▪ Achieve- We have a can-do attitude and deliver on our commitments. We pursue excellence and believe in making a positive contribution to our community ▪ Respect – We communicate openly, act with integrity and are inclusive ▪ Evolve – We look for opportunities and embrace change, championing new ideas, and celebrating solutions.
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CORPORATE OBLIGATIONS

Employees	No direct reports. Unit structure attached.
Delegations	Authority to operate within the Delegations attached to the position
Risk Management	Managing work practices to mitigate all identified risks, identifying and reporting additional risk and threats and assist in devising strategies to mitigate these risks.
Financial Management	Managing budgets and expenditure, undertaking relevant checks and applying rules, regulation, process and procedures in dealing with financial matters
Workplace Health and Safety	Comply and co-operate with WHS policies, procedures, instructions and safe systems of work.
Code of Conduct	All employees are responsible for adhering to Council's Code of Conduct and the policies and procedures that support it
Workplace Behaviour & EEO	All activities must comply with Council's Workplace Behaviour Guidelines.
Enterprise Content Management	Comply with Council's Enterprise Content Management Determination and associated guidelines including creation of appropriate records in Council's records management system and proper custodianship of records to ensure against loss, removal or destruction
Continuous Improvement	Identify obsolete and inefficient practices and recommend changes where appropriate
Customer Focus	Championing an exceptional customer experience, and evaluating customer satisfaction in order to continually improve service delivery
Procurement	Activities are conducted in accordance with the Purchasing Policy and Procedures to provide transparency and cost effectiveness in procurement

SPECIFIC CONDITIONS OF EMPLOYMENT

Sutherland Shire Council's Child Protection Policy	<p><u>This is a child-related position under the Definition of Council's Child Protection Policy. As such the following items apply:</u></p> <p>A current Working With Children Check Clearance must be provided prior to offer of employment.</p>
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	<ul style="list-style-type: none">- Mandatory training in relation to child protection must be undertaken. This is completed online via Aurion "Child Protection". This MUST be completed at the latest on induction.- Compulsory Training must be undertaken if Child Protection Legislation changes occur. This will be completed online via Aurion OR through mandatory training sessions
Children's Services employment	You are employed by Sutherland Shire Council, not one particular Centre. Council reserves the right to transfer you between Centres as the operational need arises.