



EARLY EDUCATION CENTRE COOK

POSITION PROFILE

Division	Shire Services	Status	
Unit	Children's Services	Salary Grade	Grade 1
Reports to	Director, Early Education Centre	Reviewed	May 2018

STRATEGIC INTENT

- To provide support in the development and implementation of services for children aged birth to school age.
- To provide education and care to children.
- To fulfil regulatory requirements in relation to staff to child ratios.

POSITION PURPOSE

Educational Program and Practice

To contribute to the quality early learning program through providing choice and encouraging independence during mealtimes.

Children's Health and Safety

To contribute to ensuring each child's health and nutrition is promoted.

Physical Environment

Contributing to the provision a sustainable future and a safe and healthy physical environment.

Staffing Arrangements

To communicate effectively and ethically with members of the team and share knowledge to ensure contemporary research based practices are occurring that meet legislative requirements.

Relationships with children

To ensure that all children are provided with a warm, welcoming and nurturing environment and supported in their relationships with educators, themselves and other children.

Collaborative partnerships with families and communities

To liaise with communities and families to advocate for and promote early education and care ensuring a collaborative approach to educating children.

Leadership and Service management

To participate in critical reflection on the practices of the centre that contributes to the development of the Quality Improvement Plan.

POSITION OUTCOMES AND ACCOUNTABILITIES

OUTCOME TO BE DELIVERED		PERFORMANCE STANDARD	
Educational Program and Practice			
<ul style="list-style-type: none">• Ensure menus offer choice at each meal time• Allow provision for progressive meal times• Provide appropriate utensils to Educators and children to encourage independence when serving		<ul style="list-style-type: none">• Children have opportunity to make decisions about food choice• Children have opportunity to make decisions about when they eat	
		<ul style="list-style-type: none">• Children are able to serve themselves	
Children’s Health and Safety			
<ul style="list-style-type: none">• Regularly clean kitchen and cooking equipment		<ul style="list-style-type: none">• Level of cleanliness and safety in accordance with Food Safe cleaning guidelines –	
<ul style="list-style-type: none">• Notify Director of any maintenance issues		<ul style="list-style-type: none">• All equipment in working order	
<ul style="list-style-type: none">• To work to time frames of centre routines		<ul style="list-style-type: none">• Timeliness of provision of meals	
<ul style="list-style-type: none">• Record daily temperatures of fridge freezer and meat delivery• Ensure high standard of food supplied		<ul style="list-style-type: none">• Accurate records kept to comply with food safe guidelines• Food supplied is of high quality	
Physical Environments			
<ul style="list-style-type: none">• Commitment to the services recycling practices		<ul style="list-style-type: none">• Reduction in waste, water usage and energy usage.	
<ul style="list-style-type: none">• Utilise the services compost and worm farm		<ul style="list-style-type: none">• A usable compost and worm farm	
<ul style="list-style-type: none">• Utilise the services edible garden when preparing meals• Ensure food storage meets health and safety standards		<ul style="list-style-type: none">• Menus include fruit and vegetables from the garden• Food is stored appropriately	
Staffing Arrangements			
<ul style="list-style-type: none">• Work effectively as part of a team• Plan menus in conjunction with job share partner		<ul style="list-style-type: none">• Communicate with other team members and attend staff meetings as required.• Balanced nutritious meals in accordance with daily requirements with a multicultural perspective	
<ul style="list-style-type: none">• Participate in the workplace improvement process as required		<ul style="list-style-type: none">• Provide input and implement suggestions	
<ul style="list-style-type: none">• Contribute to National Quality Framework requirements and Children’s services voluntary food services template		<ul style="list-style-type: none">• Provide input to Director and team members	
<ul style="list-style-type: none">• Ensure effective communication between job share participants		<ul style="list-style-type: none">• Use of communication book daily from both parties	
Relationships With Children			
<ul style="list-style-type: none">• Develop good rapport with parents and children as appropriate• Contribute to creating relaxed and unhurried mealtimes		<ul style="list-style-type: none">• Customer satisfaction• Children’s individual needs are met	

Collaborative Partnerships with Families and Communities	
<ul style="list-style-type: none"> Utilise information provided by families when menu planning Cater for special dietary requirements – keeping a record of discussions held with families regarding individual child needs 	<ul style="list-style-type: none"> Menus that accommodate individual needs Client satisfaction
Leadership and Service Management	
<ul style="list-style-type: none"> Order goods according to Centres ordering days Keep up to date with current developments and research best practice in the early education and care sector and actively share information regarding this to the team To work within budget restrictions 	<ul style="list-style-type: none"> Goods within budget and of good quality New research and best practise is communicated throughout staff meetings and /or communication books with other educators Budget constraints maintained
Training	
<ul style="list-style-type: none"> To keep up to date with current issues – share any relevant information with job share partner 	<ul style="list-style-type: none"> To attend relevant meetings and training courses. 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"> Recognised basic training course in food safety and nutrition Working with Children Check
	Desirable	<ul style="list-style-type: none"> First Aid Certificate Understanding of effects of Anaphylaxis
Experience or skills	Essential	<ul style="list-style-type: none"> Experience in catering industry
	Desirable	<ul style="list-style-type: none"> 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 complex and technical matters in simple terms. People skills: empowers others to think for themselves, 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"> • Collaborative - be open and welcoming, genuinely connect to others, include others, and work together as one. • Achieve - be enthusiastic and optimistic, make a positive contribution, set goals to be the best you can be, deliver every day. • Respectful – be honest and trustworthy, do what you say you will put yourself in the other person's shoes, listen to what's important to others. • Evolving – stay up to date, take on new opportunities, think creatively about solutions, be a big picture thinker.
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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

This is a child-related position under the Definition of Council's Child Protection Policy.
As such the following items apply:

- A current Working with Children Check Clearance must be provided prior to offer of 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.