

**POSITION DESCRIPTION**

|  |  |
| --- | --- |
| **POSITION TITLE:** | **Cook** |
| **SECTION**: | **Services Staff** |
| **REPORTS TO:** | **Centre Manager** |
| **CLASSIFICATION:** | **Services Staff – Level 2** |
| **AWARD:** | **Catholic Employing Authorities Single Enterprise Collective Agreement – Diocesan Schools of Queensland 2019-2023** |
| **LOCATION:** | **Gumburu Environmental Education Centre** |

|  |
| --- |
| **OUR ORGANISATION** |

Townsville Catholic Education (TCE) supports 29 schools within the Diocese, located throughout a diverse region including urban and rural environments extending to Mount Isa to the west, Proserpine to the south and north to Ingham. TCE provides a diverse range of education choices including primary, secondary and Prep-to-Year 12. Each setting provides a high educational standard in a caring and a stimulating environment. The Diocese has a growing Indigenous education program and some of our schools offering both boarding and day-student facilities.

TCE employs in excess of 2,500 teaching, professional and ancillary/support employees to fulfil our mission of providing quality educational services through our Catholic school communities. A Catholic education involves much more than simply teaching the educational basics. It encourages students to embrace Catholic values and faith while providing them with an excellent education and diverse life experiences that will prepare them to be a contributing member of the community in their adult lives.

The proud reputation Catholic schools enjoy within the Diocese today is based on the strong tradition built by religious orders who found Catholic Education in the Townsville Diocese in 1872.

Please visit our website for additional information <https://www.tsv.catholic.edu.au/>

**OUR SYSTEM VISION**

*“The promotion of the human person is the goal of the Catholic school”*

*THE CATHOLIC SCHOOL ON THE THRESHOLD OF THE THIRD MILLENNIUM, 1998*



|  |
| --- |
| **ABOUT THE ROLE** |

The Gumburu Environmental Education Centre (EEC) is located in the World Heritage Listed Paluma rainforest, approximately 90 minutes’ drive north of the city of Townsville.

Since it opened in 1995, more than 45 000 people have experienced the tranquility of Gumburu, with its educational, spiritual and recreational opportunities.

The role of the Cook is to ensure the preparation/cooking and serving of varied and nutritious meals for students, visitors and staff at the Centre. The Cook will be required to recognise the individual needs of the visitors as they arise from time to time.

|  |
| --- |
| **KEY ACCOUNTABILITIES** |

Typical duties performed may include, but are not limited to:

**Role of the Cook**

* Effective safe and hygienic management of the kitchen facility
* Purchase of provisions and supplies
* Provision of sufficient quantities of food for visitors/client groups to Gumburu
* Establish, promote and maintain hygienic operations and practices within the kitchen/dining area/s
* Preparation of rosters, menus and food/perishables orders.

**Other Duties**

* Prepare menus including costing allocation
* Order and collect stock ensuring a commitment to timeframes and priorities
* Liaise with the Centre Manager to prepare staff rosters
* Liaise with suppliers regarding provisions and orders
* Provide regular feedback to the Centre Manager regarding quality of service and provisions provided by suppliers and costs of same
* Handle food and prepare meals in an hygienic and safe manner
* Maintain the use of kitchen equipment and utensils in an hygienic and safe manner
* Monitor the use of kitchen equipment and notify the Centre Manager if equipment needs replacing, repairing or removing
* Serve meals to client groups, wash up cooking utensils and implements, dispose of scraps and clean kitchen surfaces
* Clean and maintain food preparation surfaces, stoves and ovens, pantry and kitchen shelving, and shelving in refrigerator and freezer units in accordance with Centre cleaning schedule
* Demonstrate safe and effective use of kitchen equipment to staff and provide training in its use if required
* Ensure food storage is appropriate, hygienic and in accordance with the standards outlined by health controlling authorities within relevant legislation and regulations
* Supervise the preparation of offsite provisions and the preparation of suitable containers, menus and storage procedures
* Train staff and visiting groups in operations and procedures of kitchen and dining hall
* Undertake financial reconciliations of purchases monthly with Centre Manager
* Assist the Centre Manager with recruitment and selection processes if required
* Assist with other facility cleaning/general duties where required
* Any other tasks as reasonably directed.

|  |
| --- |
| **STATEMENT OF RESPONSIBILITY** |

The carriage of the role will always presume the role-holder’s responsibility to act cognisant of, and in harmony with, the Mission and Purpose of Catholic Education and Catholic Education policies.

The employee will be expected to abide by the *Statement of Principles for Employment in Catholic schools*, the *Staff Code of Conduct* and other Diocesan guidelines.

Employees will maintain appropriate confidentiality, sensitivity and empathy in the execution and management of all matters.

Employees will demonstrate a willingness and acceptance to initiate and participate in relevant training and professional development opportunities.

Each employee is responsible for ensuring his/her health, safety and wellbeing and is expected to not willingly place at risk the health and safety of one’s self or others.

Employees will:

* Adhere to Work Health and Safety instructions
* Promote a commitment to safe work practices
* Be familiar with workplace incident, hazard and accident reporting and emergency procedures
* Take reasonable action to avoid, eliminate or minimise risk and hazards
* Utilise personal protective equipment
* Participate in the development of a safe and healthy workplace
* Seek information and advice as necessary and comply with instructions.

|  |
| --- |
| **ABOUT YOU** |

**Experience**

* Experience with cooking within the Catering Industry, preferably with experience in environments similar to residential facilities
* Ability to organise and prioritise a range of tasks and set priorities to meet deadlines in a busy environment
* Ability to work independently and also with others to contribute to effective team outcomes
* Ability to follow safety precautions that may involve the use of protective equipment where work environment involves exposure to potentially dangerous materials, machinery, use of tools and other equipment.

**Skills**

* Knowledge of Material Safety Data Sheets (MSDS) register
* Competent in the use/maintenance of equipment typically found in a commercial kitchen including deep fryers and combi ovens
* Manoeuvring within the EEC – demonstrating agility and adherence to manual handling techniques
* Knowledge of Workplace Health and Safety protocols.

**Attributes**

* Enthusiastic, energetic, flexible with a proactive attitude
* Flexible and responsive to the needs of the EEC and driven to achieve the best outcomes
* Ability to accept responsibility for own work.

|  |
| --- |
| **Mandatory Criteria/Professional Registration/Other** |

* Current Working with Children Suitability Card - The successful candidate will require a paid Blue Card before commencement as per the No Card, No Start policy developed by Queensland Government.
* Current Food Handling Certificate
* Current Driver’s Licence
* Ability to travel from time to time within the Catholic Diocese of Townsville
* Ability to perform the physical requirements of the role in a safe manner.

|  |
| --- |
| **Desirable Criteria** |

* Experience in a hygiene-controlled environment
* Knowledge of food hygiene control and best practice processes in a kitchen environement
* A current First Aid Certificate.

*Some employees may be subject to pre-employment medical assessments during the selection process. Depending on the nature of the position, it may be necessary for successful applicants to be immunised against certain preventable diseases in order to minimise the risk of transmission.*

|  |
| --- |
| **HOW YOU WILL BE ASSESSED** |

How we do things is as important as what we do, therefore you will be assessed on your ability to use your experience, knowledge, skills and competencies confidentially with good judgement and wisdom.

You will be assessed on your ability to demonstrate the following four capabilities – Personal, Professional, Relational and Organisational within context to the key accountabilities identified above.

|  |  |
| --- | --- |
| **Capabilities** | |
| Personal | Professional – Knowledge and Understanding |
| Engages in self-reflection | Is aware and responsive |
| Gives witness to personal faith and commitment | Integrates a Catholic stance in area of responsibility |
|  | Supports and engages change processes |
| Displays a sense of self-efficacy and personal identity | Demonstrates appropriate styles of decision making |
| Displays intuition as well as logic and reason | Inspires a collegial purpose and vision |
| Projects confidence, optimism and resilience | Supports efficient and robust structures and systems |
| Demonstrates honesty and integrity | Focuses on core outcomes and accountabilities |
| Demonstrates ethically responsible behaviours | Engages in workplace learning and relevant professional development |
| Is morally courageous | Operates with a commitment to sound educational focus |
| Demonstrates a commitment to personal spiritual growth | Operates with a spirit of service and professionalism |
| Displays imagination and vision | Develops moral purpose |
| Integrates work and personal life | Demonstrates capacity to provide professional support |
| Engages with the Catholic culture |
| Is culturally sensitive |
| Social and Interpersonal | Organisational |
| Is relationally adept | Gives priority to the Church’s mission in education |
| Is emotionally mature | Engages in future thinking, aware of the big picture |
| Is guided by the spirit and teachings of the Gospel | Supports organisational capacity to respond to contemporary and future needs |
| Communicates with confidence | Avoids imposing old paradigms on new realities |
| Is authentically present | Supports a growth promoting workplace |
| Displays a trusting disposition | Exercises committed and ethical stewardship |
| Supports collaborative and productive working environments | Contributes to organisational sustainability |
| Engages in positive politics | Supports a sharing organisational culture that focuses energies and talents |
| Operates in fidelity to Catholic social teaching and environmental responsibilities |

|  |
| --- |
| **REPORTING & OTHER RELATIONSHIPS** |

The Cook is accountable to the Centre Manager and then to the Director Learning and Teaching. The Cook consults and liaises with other TCEO personnel, Principals in schools, and other Diocesan staff/committees, where appropriate.

|  |
| --- |
| **ACKNOWLEDGEMENT** |

I have read, understood and acknowledge the scope and responsibility of the position outlined in this position description.

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee Name:** |  | | |
|  |  | | |
| **Signature:** |  | **Date:** |  |