

Position Description

Title	Cook		
School	Mount Isa Flexible Learning Centre	Location	Mount Isa, North West QLD
Salary	\$29.77 - \$31.04 per hour	Classification	Service Staff Level 3.1 – 3.4
Status & employment type	Part Time Term Time (not required to work during school holidays) 27.6 hours per week, 7.6 hours Monday, 5 hours per day Tuesday to Friday (includes a six month probation period)	Job duration	Ongoing
Reports to	Head of Campus	Delegations	Nil
Commencement date	Immediate commencement available for the successful candidate		
Agreement	<i>Catholic Employing Authorities Single Enterprise Collective Agreement Religious Schools of Queensland 2019-2023</i>		
Contact details	Stephanie Bouzige, 0459 950 382 Wollemi.recruitment@ereafsn.edu.au		
Mandatory qualifications, conditions, requirements	<ul style="list-style-type: none"> • Certificate level qualification and/or previous equivalent experience in the hospitality industry • Hold or ability to obtain a Food Supervisors Certificate (in initial six months of employment) • Must hold or have the ability to attain a current Blue Card before commencement as per the No Card No Start Blue Card system legislation • Computer literacy • It is preferred that the applicant hold a current 'C' drivers license 		

Edmund Rice Education Australia (EREA) is a child safe organisation committed to the protection of children and has a zero tolerance of abuse of children. Wollemi Flexible Schools Network (FSN) being a subsidiary of EREA is also committed to ensuring the safety, wellbeing and dignity of all children and young people therefore, all applicants will be subject to EREA and legislative screening procedures. These checks are consistent with EREA's commitment to child safeguarding policies and procedures. This includes complying with our Child Safeguarding policy and EREA Code of Conduct.

Wollemi FSN is an equal opportunity employer that promotes the safety and wellbeing of Aboriginal and Torres Strait Islander children and encourages applications from Aboriginal and Torres Strait Islander people.

Who are we?

The Mount Isa Flexible Learning Centre (FLC) is a coeducational Catholic school in the Edmund Rice tradition that offers a full time and multi-year secondary education and social inclusion program for young people who have disengaged from mainstream structures. Young people enrolled may express a broad range of complex education and social needs and the school responds with a variety of flexible and innovative social inclusion and learning experiences. Mount Isa FLC provides young people with a varied and holistic set of learning experiences, supporting them to meet their potential now and into the future.



Liberalizing Education

We open hearts and minds, through quality teaching and learning experiences, so that thorough critical reflection and engagement each person is hope-filled and free to build a better world for all.



Gospel Spirituality

We invite all people into the story of Jesus and strive to make his message of compassion, justice and peace a living reality within our community.



Justice and Solidarity

We are committed to justice and peace for all, grounded in a spirituality of action and reflection that calls us to stand in solidarity with those who are marginalised and the Earth itself.



Inclusive Community

Our community is accepting and welcoming, fostering right relationships and committed to the common good.



We acknowledge the traditional owners of the land on which we operate and pay respects to elders past, present and emerging. We acknowledge the cultural authority and knowledge of Aboriginal and Torres Strait Islander Queenslanders, and the vital importance of cultural identity and connection.

Further information can be found at www.ereafsn.edu.au or www.erea.edu.au

Principles of Operation (Honesty, Participation, Respect and Safe and Legal)

The four principles of operation that our Flexible Learning Centre operates under are Honesty, Participation, Respect and Safe and Legal. This way of being is a significant point of difference from mainstream schooling. The principles provide boundaries to a “common ground” among staff, young people, and families. They support people within the school community to resolve conflict, negotiate learning, and recognise rights and responsibilities. Honesty, Participation, Respect and Safe and Legal are modelled and explored both within the group and individually. A primary responsibility for this role is to maintain fidelity to Operation by Principles.

What is the role?

The Cook’s primary role is the preparation and provision of meals to the young people who attend the Flexible Learning Centre. The position involves working directly with children and young people on a daily basis and therefore must be able to demonstrate an understanding of appropriate child safeguarding behaviours when engaging with children. All young people are owed a duty of care while in the supervision of the position.

Key responsibilities

The key responsibilities of this position are intended to describe the general nature and responsibility of work in this position. They are not to be construed as an exhaustive list of all responsibilities and skills required of the position. Employees will also be required to follow any other position related tasks, duties and instructions, EREA policies, and to perform other position related duties required to support the networks compliance with its legislative obligations. Through consultation with the employee, the Principal/delegate may vary the responsibilities of the position temporarily as required, but within the skills and responsibility levels appropriate to the position.

Professional Knowledge

- Preparation of foods meeting in with healthy eating guidelines (SMART CHOICES)
- Application of food safe practices in the preparation, storage and provision of meal
- Ability to use and care for equipment utilized in the preparation of school meals
- Financial management and budgeting skills for the purchasing and provision of groceries and supplies

Professional Practice

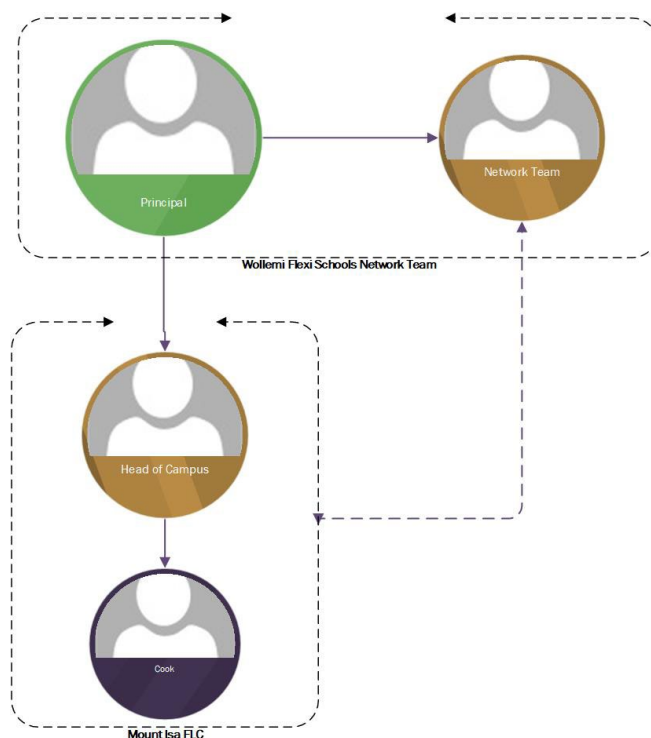
- Preparation and provision of food, while maintaining the kitchen and dining areas in accordance with WHS and Food Safe handling standards
- Provide breakfast and lunch to the school community in accordance with the Queensland department of Education and training guidelines, SMART CHOICES
- Ability to keep accurate records of purchases to assist financial reporting and preparation of reports as required
- Use of technology for but not limited to preparing meal plans, completing online grocery orders, checking emails
- Develop weekly meal plans that meet budgetary requirements as advised by the Head of Campus
- Provision of hospitality for special events as required
- Assisting Teaching staff delivering the Independent Living Skills short course

Professional Engagement

- Commitment to work under the four principles of operation, Respect, Safe and Legal, Honesty and Participation
- Building positive relationships with staff and young people enrolled at the school
- Effective communication skills including high levels of customer service
- Participate in professional development and supervision and operate within the context of EREA Youth+ policies and procedures
- Assisting young people with food preparation in collaboration with other staff members at the school
- Building relationships with stakeholders around food donations

Working Relationships

The Cook reports directly to the Head of Campus and has no direct line supervision responsibilities for any staff. The position works collaboratively with all staff at the school but specifically the Head of Campus daily.



Conditions and benefits of the role

The organisation provides access to an employee assistance program and a range of learning and development opportunities. Your employment experience with the school will include work life balance with competitive salary and benefits (including salary sacrificing opportunities, including up to 12.75% superannuation contributions by your employer), career progression opportunities and the chance to make a difference to vulnerable young people.

The school is committed to building an inclusive culture that respects and promotes human rights and diversity (<https://www.erea.edu.au/commitment-statement-to-child-safety/>). We respectfully journey together to aspire to be a culturally capable organisation and are an inclusive, equal employment opportunity employer and place value on our diverse workforce. We encourage applications representing all genders, ethnicities, ages, languages, sexual orientations, and people with disability or family responsibilities to apply.

Interested in applying?

To be considered for this role you need to submit the following [to https://wollemi-external.applynow.net.au/jobs/WFS23](https://wollemi-external.applynow.net.au/jobs/WFS23):

- Cover letter - that outlines why you are the best applicant for the position taking into consideration the three key responsibility areas of Professional Knowledge, Professional Practice and Professional Engagement (max two pages)
- Current resume including two referees (one current employer)
- Copies of qualifications (if hold)
 - Certificate/Diploma level qualifications
 - Food Supervisors Certificate
 - Blue card (working with children check) (if current have one)
 - First Aid Certificate
 - Drivers licence

The panel understand if you wish to be notified prior to us contacting referees, in particular your current employer. All applications will be subject to EREA screening.