

## POSITION DESCRIPTION

Children's Services Cook  
(POS1276 POS1281 POS1286 POS1291 POS1296 POS1301)

|                        |                       |                     |                      |                     |     |
|------------------------|-----------------------|---------------------|----------------------|---------------------|-----|
| <b>Directorate:</b>    | Community and Culture | <b>Department:</b>  | Children’s Services  |                     |     |
| <b>Position Grade:</b> | 4                     | <b>Reports to:</b>  | Nominated Supervisor |                     |     |
| <b>Last review:</b>    | March 2016            | <b>Next review:</b> | March 2018           | <b>Version No.:</b> | 4.0 |

### Position purpose:

To provide nutritious and hygienically prepared meals at the child care centre, and maintain a hygienic kitchen/equipment in accordance with current food safety standards, national regulations and relevant health regulations.

### Key accountabilities/responsibilities:

Responsible for:

- 1) Planning, preparing and cooking nutritious meals that are culturally appropriate for children aged 0-6 years
- 2) Evaluating and rotating the menu on a regular basis
- 3) Following Council's policies and procedures when carrying out work to ensure risks are managed. Report all incidents, risks and issues to Management on a timely manner.

### Decisions made in the position:

- 1) Order supplies as necessary complying with Council's procedures in conjunction with the Nominated Supervisor
- 2) Prepare meals and snacks in compliance with the Centre daily routine
- 3) Recommend equipment purchases/replacement and maintenance as necessary
- 4) Evaluate food supplies and equipment performance in conjunction with the Nominated Supervisor

### Decisions referred:

- 1) Budgetary requirements for purchase of equipment and resources

### Key issues/challenges:

- 1) Time management
- 2) Meeting individual children's dietary needs within the whole group
- 3) Incorporating cultural diversity in menu planning

### Key working relationships:

- Nominated Supervisor and centre staff
- Suppliers of food and equipment
- Families and children at the centre
- All centre based cooks across Early Childhood Services

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### POSITION SPECIFICATION

**Whilst the criteria described below is indicative of the nature of this role, for the purpose of this hiring process please only address the selection criteria listed in the job application.**

#### ESSENTIAL CRITERIA

##### Qualifications/Licences

- Accredited food safety/food handling course, nutrition and menu planning course, or working towards this qualification
  - ❖ This position is subject to a working with children check – please provide your current working with children check verification number

##### Experience

- Application of relevant food safety standards and guidelines in a child care environment
- Evaluating menus, food supplies and equipment

##### Knowledge and Skills

- Knowledge of Work Health and Safety practices, the principles of Equal Employment Opportunity, ethical practice and multi-cultural diversity
- Knowledge of hygienic food preparation and safety, and relevant food safety standards and guidelines
- Effective communication and interpersonal skills

#### DESIRABLE CRITERIA

##### Qualifications/Licences/Experience/Knowledge and Skills

- Demonstrated experience in planning and delivering nutritionally based and culturally appropriate meals in a child care environment
- Current Class C Drivers Licence
- Flexible attitude to responsibilities

## **Our vision:**

**Aspiring to do great things – for ourselves,  
our community and our growing city.**

## **Our values:**

**Ambitious**

**Authentic**

**Collaborative**

**Courageous**

**Decisive**

**Generous**