

# POSITION DESCRIPTION



**Department:** Children's Services

**Position:** Kitchen Assistant

**Position Classification Level:** Early Childhood Educator Support Worker Level 3.1 Classification (as per Northside's Enterprise Agreement)

**Reports to:** Early Childhood Centre Director

## NORTHSIDE COMMUNITY SERVICE VISION, MISSION AND VALUES

**Vision:** A community where everyone matters and has the opportunity to fulfil their potential.

**Mission:** Provide exceptional early learning that gives the strongest start in life to children, and work with extraordinary people to strengthen their connection and access to home and community.

**Values:**

Courage

Integrity

Choice

Innovation

Collaboration

## POSITION OBJECTIVE

Reporting to the Centre Director, the Kitchen Assistant will assist with the day to day operations of the kitchen. This includes developing and preparing nutritious menu items for morning tea, lunch, afternoon tea and special events. The Kitchen Assistant will also ensure a clean, healthy and safe environment is maintained at all times.

The key responsibilities are based on the National Law and Regulations, the Principles, Practices and the National Quality Areas, Standards and Elements of the National Quality Framework. The Kitchen Assistant is expected to have working knowledge of these documents, to ensure effective hygiene practice and healthy eating are promoted and followed, and food and drinks provided by Early Childhood Centre Staff is nutritious and appropriate for each child.

## KEY RESPONSIBILITIES AND DUTIES

- Work productively and cooperatively with the Kitchen Manager and Centre Director to deliver quality service for children and families.
- Understand children's nutritional needs to prepare and deliver nutritious morning and afternoon snacks and lunch for all rooms in a timely manner.
- Follow all health and safety maintenance requirements of the Kitchen.
- Clear dishes and kitchen after every meal preparation.
- Share kitchen tools to allow children within the Centre to explore cooking and baking in a safe way.
- Assist Educators with cooking experiences and share your knowledge of cooking through the program.
- Undertake regular stock take of all products and resources in the kitchen, as directed by the Kitchen Manager.
- Work within the Food Safety Standards and assist with the implementation of effective hygiene control measures, to manage the spread of contamination in the kitchen.
- Act in the position of Kitchen Manager in their absence.
- Undertake other relevant duties as directed, consistent with the employee's skill, competence and training.

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31/05/2022

- Apply and uphold principles of equity and anti-discrimination in the workplace and adhere to organisational and legislative Health, Safety and Environment requirements.

## **ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE**

1. Knowledge of the National Quality Framework and Standards, the service philosophy of Education and Care with the National Early Years Learning Framework and committed to the implementation of these processes.
2. Demonstrated experience in ensuring a safe environment is maintained for children, families and educators, inclusive of adherence to the health and safety regulations.
3. Ability to work independently and cooperatively in a team environment.
4. Well-developed interpersonal and communication skills to build positive relationships with families and ensure a healthy team environment.
5. Demonstrated ability in working well under pressure to meet deadlines and manage priorities.

## **QUALIFICATIONS AND/OR TRAINING**

- Cert III or Diploma in Early Childhood Education (desirable)
- Relevant experience working in an Early Childhood Centre kitchen, or similar environment
- Food Safety, Handling and Hygiene training (desirable)
- First aid training as prescribed in the Education and Care Services National Law Act 2010

## **PHYSICAL REQUIREMENTS/ WORK ENVIRONMENT**

- Prolonged periods of sitting at a desk and working on a computer.
- Regular lifting, manual handling tasks (lifting and moving boxes/items).
- Regular standing and walking.
- Occasionally required to sit, crouch, kneel or reach.

## **GENERAL EMPLOYMENT INFORMATION**

Northside Community Service is a child-safe organisation. We actively promote the safety and wellbeing of children and all Northside staff are committed to protecting children from abuse or harm.

Northside Community Service is an Equal Opportunity Employer. We value diversity and are committed to workforce diversity and equal opportunity. We recognise that the provision of supportive, safe and harassment free workplace is essential to high performance and promote flexible work, diversity and safety.

All Northside staff and volunteers are required to:

- Act at all times in accordance with the Code of Conduct and all relevant policies and procedures
- Comply with the work health and safety policy & procedure
- Undertake a national police check prior to commencement and every 3 years thereafter
- Undertake screening for suitability to work with children, youth and vulnerable people
- Comply with the National Principles for Child Safe Organisations, the Reportable Conduct Scheme for the ACT and other relevant legislative requirements

## **SIGNATURE**

Employee signature below indicates the employee's understanding and acceptance of this position description.

Reviewed by	Human Resources	Review Date	31/05/2022
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Employee Name		Date	
Employee Signature			