

POSITION DESCRIPTION



Department: Children Services
Position: Early Childhood Centre Cook
Position Classification Level: Children's Services Support Worker Level 3 (as per Northside's Enterprise Agreement)
Reports to: Centre Director
Employment Specifics: Part-time, Ongoing

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
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POSITION OBJECTIVE

Under regular supervision of the Centre Director, the Early Childhood Centre Cook will be responsible for creating, preparing, and cooking seasonal and nutritional menus that meet the dietary needs of the children at the centre. Meals will consist of morning tea, lunch, and afternoon tea. The role will also be responsible for cleaning up after meals, always maintaining a hygienic kitchen and completing all documentation as required by the centre.

KEY RESPONSIBILITIES AND DUTIES

- Comply with all relevant legislation, early childhood regulations and all policies, procedures and work guidelines issued by Northside.
- Maintain the health and safety of themselves and others at all times
- Develop sound working relationships across with Centre Director and Educators.
- Undertake other relevant duties as directed, consistent with the employee's skill, competence and training.
- Apply and uphold principles of equity and anti-discrimination in the workplace and adhere to organisational and legislative Health, Safety and Environment requirements.
- Menu Planning and Food Preparation:
 - Prepare and cook nutritious meals that are culturally appropriate for children 0-6 years
 - Prepare meals and snacks in a timely manner that fits the Centre's routines
 - Work with the Centre Director and Educators to plan and prepare meals for the children including lunch, morning tea, afternoon tea and snacks taking into consideration;
 - i. Nutritional requirements of the age group
 - ii. Cultural and religious differences
 - iii. Additional needs of the individual child

Reviewed by	Human Resources	Review Date	23/09/2022
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- iv. Special needs of the 0 - 2 year olds
- v. The labour, facilities and financial resources available
- Provide for/or supplement alternative foods/beverages for children with allergies or special food/dietary requirements
- Have knowledge and understanding of the nutritional standards set by the Australian Food and Beverage classification system
- Ensure that all food is stored in compliance with Health Regulations
- Evaluate the menu on a regular basis
- Display menu in a well-presented manner making sure that the current season menu is always available
- Seek feedback from families and staff regarding the meals provided and adjust future menus incorporating ideas given
- Operates mixers, ovens, choppers, shredders, steamers, grills, grinders, steam kettles, fry kettles, and other food equipment
- Adjusts recipes to volume of demand
- Purchasing Stock:
 - Co-ordinate with the Centre Director the purchasing of food and supplies
 - Be aware of and assist in the management of the food budget including the choices of food and use of purchases
 - Keep records of packing slips and order forms
 - Source stock that is of quality and nutritional value for our children
- House Keeping and Maintenance
 - Maintain sanitary and inviting kitchen workspaces and eating areas (with assistance from Educators)
 - Ensure food handling standards and quality guidelines are adhered to at all times
 - Promote high quality health and safety for adults and children
 - Perform laundry duties in relation to kitchen articles and assist in other laundry duties of the Service
 - Complete and file all checklists to ensure that proof of compliance is being maintained
 - Ensure that all appliances are cleaned on a regular basis
 - Ensure all serving trolleys and trays are cleaned on a regular basis
 - Ensure adequate cleaning supplies are kept in the kitchen i.e. Dishwashing liquid and washing detergent containers kept full and locked in cupboard
 - Ensure the range hood fan is kept clean and free from dust and dirt
 - Ensure that all chemicals in the kitchen are stored in compliance with Occupational Health and Safety

ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE

1. Demonstrated experience working as a Chef or Cook in an Early Education setting.
2. Demonstrated experience in creating, preparing, and cooking seasonal and nutritional menus for children aged 0-6 years.
3. Sound understanding of the Food Standards Australia & New Zealand Code.
4. Demonstrated knowledge of recipe development and nutritional requirements of young children.
5. Ability to work within and maintain a budget.
6. Ability to effectively communicate with stakeholders at all levels and interact respectfully with children.
7. Ability to manage time and priorities well, in order to deliver required outcomes.

QUALIFICATIONS AND/OR TRAINING

- Significant relevant experience
- Current Safety Food Handling certification
- Certificate III or Diploma in Children's Services (Desirable)

PHYSICAL REQUIREMENTS/ WORK ENVIRONMENT

- Regular lifting, manual handling tasks.
- Regular standing and walking.
- Occasionally required to sit, climb or balance, kneel, crouch or crawl and taste or smell.

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.

Employee Name		Date	
Employee Signature			