

# Position Description

## Cook

<b>Position Title:</b>	Cook
<b>Reporting to:</b>	Head of Early Learning
<b>Tenure:</b>	Casual
<b>Location:</b>	Alive Mount Barker – St Francis de Sales College
<b>Centre Occupancy:</b>	80 places Catering for children aged 6 months to 5 years
<b>Centre Opening Times:</b>	7.00am – 6.30pm
<b>Expected Commencement:</b>	October 2022
<b>Salary</b>	Above award salary offered – position is classified as equivalent to Level 3 Grade 2 Cook – Hospitality Industry General Award

## BROAD PURPOSE

*In partnership with families and the local Catholic School, Alive Catholic Early Learning builds strong and supportive communities, which celebrate and strengthen the unique learning capability of each child.*

The primary responsibility of the Cook is to deliver a high quality meal service that meets the nutritional needs of children aged 6 months – 5 years of age.

*As specialists in early childhood education we create an inclusive and innovative learning environment. To achieve this we employ people who are passionate about the growth and development of children, and enjoy being a part of a positive team environment where all staff are valued and supported.*

## KEY RELATIONSHIPS

### Internal

- Head of Early Learning
- Centre Administrator
- Early Childhood Educators
- Children and families accessing the Centre

### External

- Catholic Church Early Years Inc. Executive
- Service Providers
- Staff and families from St Francis de Sales College

## KEY RESPONSIBILITIES

- Ensure compliance with all relevant requirements of the SA Health Food Standards and the National Quality Standards/Framework.
- Ensure all procedures are maintained to high standards e.g. hygiene, overall presentation of food, kitchen and dining areas.
- Assist with the purchase food provisions which are required each week/month in line with the Centre menu and according to the budget.
- Relate, support and work effectively with all staff, children and volunteers.
- Liaise and interact with parents in a friendly and supportive way in relation to their child's dietary needs.
- Maintain a professional approach to work which reflects the Centre's philosophy, policies and procedures and ensures confidentiality in all aspects of Centre operations
- Participate as required in Centre projects and activities including providing content for social media and family communications about nutrition in early childhood and recipe ideas on a fortnightly basis.
- Carry out other duties as requested by the Head of Early Learning (or delegate).

### Workplace Health and Safety (WHS)

- Contribute to and promote a safe and healthy work environment at all times
  - Uphold the strict maintenance of the Centre's duty of care to children and their families
  - Comply with the Catholic Work Health & Safety management system and, as a worker, while at work:
  - take reasonable care for their own health and safety
  - take reasonable care that their actions or omissions do not adversely affect the health and safety of other persons
  - comply, in so far as they are reasonably able, with any reasonable instruction given by the employer
  - co-operate with any reasonable policy and/or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.
  - (Ref: Division 4, Section 28 – SA Work Health and Safety (WHS) Act 2012
  - Undertake training as required to meet the WHS requirements of the position and the Centre
- \*\* Responsibilities are subject to revision in accordance with role requirements and legislative change.

## QUALIFICATIONS/CERTIFICATIONS AND EXPERIENCE

### Essential

- Certificate III in Community Food Services or Commercial Cookery (or equivalent tertiary qualification) and demonstrated practical experience. Experience working as a Cook in an Early Learning Centre (or similar) is highly desirable.
- Knowledge of children's nutritional and development requirements as well as of food intolerances and allergies.
- Proven experience in quality meal planning, preparation and presentation, in a timely and competent manner.
- Demonstrated understanding of the importance of maintaining a hygienic, clean and safe kitchen environment and ability to ensure this is maintained at all times.
- Proven experience in meeting specific dietary needs of individual children and following specific meal preparation requirements, as applicable.
- Ability to support in-service training for staff and/or volunteers in safe food handling.
- Ability to relate positively and effectively with children and their families.
- Experience in the timely planning, ordering/purchasing and arranging delivery of supplies within an allocated budget, and store items safely according to Food Safety legislation.
- High level organisational and time management skills with the ability to work to schedules, establish priorities and manage work activity.
- Ability to work effectively in a team environment and seek/follow direction, as required.
- Positive communication and interpersonal skills.
- Commitment to continuous improvement and ongoing professional learning.
- Current Working with Children Check (or DCSI equivalent)
- Maintain vaccination against, or prove ongoing immunity to, COVID-19 and other diseases as specified by the Employer, or provide an accepted, authorised exemption to same.
- ACECQA approved First Aid qualification, or willingness to undertake same, including application of first aid, emergency asthma management and anaphylaxis
- Child Protection – Responding to Abuse and Neglect training, or willingness to undertake as a priority
- Current car driver's licence

## OTHER CONDITIONS

The Cook will work with key internal and external stakeholders:

Stakeholder	Purpose
<b>Children</b>	<ul style="list-style-type: none"> <li>Protect children and their rights.</li> <li>Form relationships with children which support their rights as citizens and learners.</li> <li>Promote a holistic learning environment underpinned by Catholic ethos.</li> </ul>
<b>Parents</b>	<ul style="list-style-type: none"> <li>Develop and maintain positive relationships with families.</li> <li>Share information with families relating to their child as applicable.</li> <li>Create a safe, supportive and informative environment for families.</li> </ul>
<b>Staff</b>	<ul style="list-style-type: none"> <li>Effectively contribute to a team environment to ensure the effective running of the centre.</li> <li>Support staff to create a safe, supportive, stimulating and educational environment for all children.</li> </ul>
<b>Local Service Providers</b>	<ul style="list-style-type: none"> <li>Build positive relationships with service providers, as applicable.</li> <li>Develop positive working relationships with Catholic Church Early Years Inc. and Centre staff.</li> </ul>

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