

## JOB DESCRIPTION

### Cook

#### ABOUT UNITING

**Our purpose:** To inspire people, enliven communities and confront injustice.

**Our values:** As an organisation we are **Imaginative, Respectful, Compassionate** and **Bold**.

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At Uniting, we believe in taking real steps to make the world a better place. We work to inspire people, enliven communities and confront injustice. Our focus is always on the people we serve, no matter where they are at in their life.

Our services are in the areas of aged care, disability, child and family, community services, and chaplaincy and we get involved in social justice and advocacy issues that impact the people we serve. As an organisation we celebrate diversity and welcome all people regardless of disability, lifestyle choices, ethnicity, faith, sexual orientation or gender identity. We commit to respecting children and take action to keep them safe.

Uniting is the services and advocacy arm of the Uniting Church NSW & ACT and as such Uniting leaders understand, support and can express the mission and purpose of the Uniting Church.

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#### ABOUT THE ROLE

##### Role Purpose

This role is responsible for planning menus that are nutritious, well presented and appropriate meals and snacks for children 0-5 years of age within an allocated budget; you'll ensure that Food Handling & Hygiene practices are adhered to; you'll be responsible for stock control and ordering.

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#### ROLE KEY ACCOUNTABILITIES

You will be an integral member of the Early Learning team through the following:

- Maintain a high standard of conduct and work performance based on Uniting's values to promote our reputation with key internal and external stakeholders
- Ensure integration and collaboration across Uniting programs to deliver seamless and impactful end to end services with the customer at the centre
- Actively engage and participate in the performance management framework and review processes at Uniting
- Act in a manner which upholds and positively reflects the Uniting Code of Conduct and Ethical Behaviour
- Contribute to a culture of openness, feedback and productivity.
- Model, communicate and act in ways that are consistent with our values of Bold, Respectful, Imaginative and Compassionate.
- Take care of the safety of yourself and others at all times and undertake work in a safe manner in accordance with policies, procedures and instructions (written or verbal) and in adherence to WHS policies and procedures.

- Actively contributes to a safe and supportive working environment that is inclusive of all staff through celebrating their nationality, cultural background, LGBTI status, abilities, gender and age.

As the Cook, your role specifically will:

### **General responsibilities**

- Standard for Early Education and Care.
- Work in accordance with the Early Childhood Australia Code of Ethics.
- Implement the service's philosophy in undertaking all duties.
- Work in accordance with policies and procedures.
- Provide ongoing support and assistance to other staff in the areas of service operation.
- Work within the values of Uniting Early Learning.
- Work in accordance with Work Health and Safety Act 2011.
- Comply with the Children and Young Persons (Care and Protection) Act 1998.

### **Educational program and practice**

- You'll assist in the supervision of and interaction with children, as required.
- Contribute to the planning, implementation, evaluation and reflection of the educational program.
- Implement daily routines and use routine times as opportunities for learning.

### **Children's health and safety**

- You'll ensure the kitchen environment and equipment is maintained with the highest regard for cleanliness and safety, including appropriate cleaning and sanitisation after mealtimes.
- Ensure safe and hygienic practices for the preparation, handling and storage of food and beverages in accordance with the National Food Safety Standards.
- Establish safe storage systems for foods and dry goods within the kitchen area and pack away daily/weekly orders in accordance with safe food handling practices.
- Facilitate knowledge of and understanding of the Food Safety Act and food handling requirements for all staff.
- Plan a rotating menu, ensuring a variety of meals that meet dietary requirements that are consistent with Get Up & Grow: Healthy Eating and Physical Activity for Early Childhood and/or the Dietary Guidelines for Children and Adolescents in Australia.
- Ensure menu plans meet the individual food and nutrition requirements of children including special dietary needs and any cultural or other requirements in relation to children's eating.
- Ensure that each child's details in relation to specific dietary, cultural, religious or health requirements are updated regularly, and this information is used in the planning and presentation of meals.
- Identify, discuss and evaluate the preferences and nutritional needs of individual children with staff on a regular basis.
- Maintain adequate supply of provisions in regard to cost effective menu planning and the budget.
- Become familiar with and implement all policies and procedures regarding health and safety at the service.
- Ensure the child protection practice guidelines are implemented.

### **Physical environment**

- You'll maintain an aesthetic, clean and safe environment.
- Report all workplace injuries and hazards and manage risks.
- Conduct workplace inspections and risk assessments, as required.

- Implement environmentally sustainable practices and support children to show respect and appreciation for the environment.
- Perform cleaning duties, as required.

## **Staffing arrangements**

- You'll maintain professional and ethical standards at all times when dealing with children, families, educators and the community.
- Demonstrate the service code of conduct/code of ethics in all interactions and relationships at the service.
- Be proactive in supporting collaborative team environment.
- Respect and support colleagues through positive communication approaches based on principles of respect and fairness.
- Ensure conflict resolution or grievance procedures are followed as per policy.
- Attend staff/parent meetings as required and contribute, as appropriate.
- Participate in ongoing professional learning opportunities and the annual performance appraisal process.

## **Relationships with children**

- You'll maintain nurturing and respectful relationships with children that foster a sense of belonging, being and becoming within the service.
- Support children to develop positive relationships with peers and to regulate their behaviour through positive guidance strategies.
- Honour children's similarities, differences, cultures and diversities.
- Respect each child's dignity and rights at all times.
- Respond to the social and emotional needs of each child.
- Provide physical care, assisting children in toileting, dressing and meal times, when required.

## **Collaborative partnerships with families and communities**

- You'll develop and maintain positive and respectful partnerships with families.
- Support all families, respecting their child rearing practices and beliefs so that joint partnerships can be consistently implemented.
- Engage positively in the orientation, enrolment and transition process for families and children.
- Create a supportive and informative environment for families.
- Share information with families relating to their child and the daily activities of the service.
- Promote and market the service to families and the community.
- Welcome and support students on placement in the service.
- Attend family meetings, as required.

## **Service management**

- You'll contribute to the daily operation of the service.
- Become familiar with and implement all the service's policies and procedures.
- Ensure the Director/ Coordinator is informed of any problem arising, which would affect the children, service approval rating, regulatory and legal compliance or the smooth running of the service.
- Maintain the confidentiality of children, families and staff at all times.
- Carry out administrative duties required for a high-quality nutrition program, stock control and ordering.
- Contribute to and assist to implement the service's Quality Improvement Plan.
- Any other duties specified by the Director/ Coordinator.

## Organisational Responsibilities

- You'll communicate and act in ways that are consistent with the Uniting's Values of being Compassionate, Respectful, Bold and Imaginative.
- Communicate and act in ways that reflect Uniting's commitment to strengths-based practice.
- Contribute positively to the operations of Uniting and the realisation of our Strategic Plan and policies.
- Display a commitment to applying work procedures and practices in line with the Diversity Policy.
- Read, sign and abide by Uniting's Code of Conduct.
- Develop a thorough knowledge of Uniting's Strategic Plan.
- Develop a thorough knowledge of your program specific and Uniting agency-wide policies and practices.
- After consultation, be willing to undertake additional duties, transfer to another equivalent position or assume higher duties when required.
- Take reasonable care for the Health and Safety of people at the workplace by complying with the Workplace Health and Safety (WHS) Act 2011 and reporting incidents and injuries immediately.
- Accurately complete your timesheet daily and submit to your supervisor fortnightly along with relevant authorised leave forms and medical certificates.

## Professional Responsibilities

- You'll engage in professional development and set and fulfil development goals.
- Participate in all required training for your position as outlined in the Staff Learning and Development Framework and other training as required.
- Use the Service Group Library and other resources to remain knowledgeable about practices and other developments relevant to your position.
- Agree with your supervisor the frequency of regular supervision for your role and actively participate in this supervision.
- Actively participate in your annual performance review within 2 months of its due date.

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## ABOUT YOU IN THE ROLE

As a staff member of Uniting you will celebrate diversity and welcome all people regardless of lifestyle choices, ethnicity, faith, sexual orientation or gender identity.

Your directorate: Children, Youth and Families  
You'll report to: Service Director

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## YOUR KEY CAPABILITIES

### Individual leadership

- **Improving performance** - Works with others and offers suggestions to find ways of doing the job more effectively.
- **Owning the job** - Takes ownership for all responsibilities and honours commitments within their own role and strives to achieve goals with a "can-do" attitude to levels of excellence.
- **Perseverance** - Remains committed to completing the job in the face of obstacles and barriers.

- **Timeliness of work** - Sets achievable timeframes and works to complete projects, tasks and duties on time.

### Business Acumen

- **Organisational Operation** - Displays awareness of Uniting’s business objectives and understands how personal objectives relate to those objectives.
- **Organisational Objectives** - Has broad awareness of Uniting’s vision and values and how they apply to issues in the team.
- **Develops and Grows the Business** – Understands team and organisational goals and works collaboratively with Team Members to achieve organisational goals.
- **Makes Sound Decisions** – Analyses problems, seeks input from relevant people and then takes appropriate action to implement the most effective solution in a timely manner.

## QUALIFICATIONS & EXPERIENCE

### Qualifications:

- Food Handling Certificate
- Nutrition and Menu Planning Certificates that meet the current Regulation.
- Relevant child protection clearance i.e. Working With Children Check/Working with Vulnerable People check (ACT)

### Experience:

Typically, this role will require 2 or more years’ experience in your field of expertise. You will have excellent written and verbal communication skills, be organised, systematic, thorough, accurate and disciplined. You will be continuing to develop in your area of expertise and be expected to provide innovative ideas to solve problems in your discipline. It is expected that you will possess good skills at navigating a complex organisation, forging relationships, and managing through influence rather than direct authority as required.

- Sound understanding of the FSANZ Food Standards Code.
- Demonstrated knowledge of nutrition and cost-effective menu planning.
- Ability to work effectively as a team member.
- Understanding of diversity and inclusive practice.
- Effective written and verbal communication skills.
- Commitment to working within the values of Uniting Early Learning.

### Even better:

- Previous experience cooking for large groups of children aged birth to school age.

Employee Name:		Manager’s Name:	
		Title	
Date:		Date:	
Signature:		Signature:	