

# Position Description

<b>Title</b>	Centre Cook
<b>Position Location</b>	Various
<b>Reports to</b>	Director
<b>Direct Reports</b>	Kitchen Hand (where applicable)
<b>Classification</b>	C&K Children's Services Enterprise Agreement
<p>The Crèche and Kindergarten Association Limited (C&amp;K) is a not-for-profit early childhood provider with more than 350 early childhood education and care services located across Queensland. C&amp;K acknowledges that each child and family have unique early education and care requirements and so we provide a range of different programs including childcare, kindergarten, limited hours and outside school hours' care.</p> <p>C&amp;K reinvests our surplus to benefit children and educators across all C&amp;K services. We are committed to, and working hard to deliver on our vision - <i>to guide children's learning journey and maximise their life outcomes</i> - while providing additional support and care to families and the wider community.</p> <p>C&amp;K's guiding principle is that <i>children come first</i>. The C&amp;K team aims to ensure this principle is at the forefront of everything we do.</p> <p>Our values of: Integrity, Respect, Collaboration, Courage and Safety underpin the way that we work with our colleagues, partners, children, families and communities. These values guide us in building strong working relationships and help us to promote a working environment where our people are engaged, feel valued and are committed to C&amp;K.</p>	
<b>Purpose</b>	To ensure a nutritionally balanced diverse diet is offered to all children attending the centre.
<b>Key accountabilities</b>	<ul style="list-style-type: none"> <li>Plan a quarterly menu within budgetary guidelines and in advance that covers the five food groups and caters for children with allergies or special diet requirements. Fresh food is the preferred choice for all meals</li> <li>Evaluate the effectiveness of the menu and coordinate any adjustments in consultation with the Director, employees, parents and advisory food authorities</li> <li>Ensure meals and snacks are prepared and served on time per the needs of individual children and the program, with minimal waste</li> <li>Purchase all kitchen supplies within budgetary guidelines and ensure food storage is in accordance with food storage regulations</li> <li>Monitor local and state government policies to ensure up-to-date food preparation policies/practices are implemented</li> <li>Maintain all kitchen records in accordance with food safety standards and comply with infection control guidelines</li> <li>Ensure the safety and hygiene of kitchen and kitchen equipment is maintained and adhered to within legislative and Workplace Health &amp; Safety requirements</li> </ul>
	<ul style="list-style-type: none"> <li>Cert IV in commercial cookery - desirable</li> <li>Demonstrated ability to maintain a high standard in preparation, ordering, storage and food handling</li> </ul>

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<b>Key Selection Criteria</b>	<ul style="list-style-type: none"> <li>• Knowledge and experience in menu planning for dietary and nutritional requirements</li> <li>• Demonstrated ability to plan and manage a food service budget</li> <li>• Working knowledge of legislative requirements including Workplace Health &amp; Safety and Food Safety Standards</li> <li>• Demonstrated ability to organise a kitchen team within a busy environment</li> <li>• Previous experience in cooking for young children within a large commercial kitchen - desirable</li> </ul>
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**Additional information**

As a condition of employment with C&K, all employees are required to have 1st and 2nd COVID Vaccinations.

The successful applicant will be required to travel, as necessary. Hold a positive notice (Blue Card) working with children check. The information above is not intended to be an all-inclusive list of the responsibilities of the job described. Rather, they are intended only to describe the general nature of the job. C&K is a growing organisation; to support the vision for the business it is expected that the incumbent will evolve the position over time in alignment with the dynamic nature of the business and the region.

**Workplace Health and Safety**

Physical Job Demands Profile	
Physical Factor	Frequency and Duration
Standing and/or walking	<b>Frequent</b> - performed for 1/3 to 2/3 of work day, 101-500 repetitions per day, or 11-63 repetitions per hour
Sitting	<b>Constant</b> – performed for more than 2/3 of work day, or more than 500 repetitions per day, or more than 63 repetitions per hour
Lifting	<b>Occasional</b> – performed for up to 1/3 of work day, or 1-100 repetitions per day, or 1-12 repetitions per hour
Carrying	<b>Occasional</b> – performed for up to 1/3 of work day, or 1-100 repetitions per day, or 1-12 repetitions per hour
Pushing and/or pulling	<b>Occasional</b> – performed for up to 1/3 of work day, or 1-100 repetitions per day, or 1-12 repetitions per hour
Climbing	<b>Rare</b> – performed for less than 5% of a work day or less than once per day e.g. once per week
Bending and twisting	<b>Occasional</b> – performed for up to 1/3 of work day, or 1-100 repetitions per day, or 1-12 repetitions per hour
Kneeling, crouching and squatting	<b>Occasional</b> – performed for up to 1/3 of work day, or 1-100 repetitions per day, or 1-12 repetitions per hour
Reaching	<b>Occasional</b> – performed for up to 1/3 of work day, or 1-100 repetitions per day, or 1-12 repetitions per hour
Handling and gripping – low items	<b>Constant</b> – performed for more than 2/3 of work day, or more than 500 repetitions per day, or more than 63 repetitions per hour
Handling and gripping – high exertion	<b>Rare</b> – performed for less than 5% of a work day or less than once per day e.g. once per week

Cognitive Job Demands Profile	
Cognitive and Psycho-Social Factors	Frequency and Duration
Cognitive processing	<b>Constant</b> – performed for more than 2/3 of work day, or more than 500 repetitions per day, or more than 63 repetitions per hour
Exposure to time pressure, changes to work direction and/or reduced personal control of work	<b>Constant</b> – performed for more than 2/3 of work day, or more than 500 repetitions per day, or more than 63 repetitions per hour
Exposure to emotional situations	<b>Occasional</b> – performed for up to 1/3 of work day, or 1-100 repetitions per day, or 1-12 repetitions per hour
Communication	<b>Constant</b> – performed for more than 2/3 of work day, or more than 500 repetitions per day, or more than 63 repetitions per hour
Responsibility	<b>Constant</b> – performed for more than 2/3 of work day, or more than 500 repetitions per day, or more than 63 repetitions per hour

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The Creche & Kindergarten Association Limited  
ABN 59 150 737 849