



Position Description

Position Title	Family and Children's Centre Cook
Position Number	Various
Division	Community Sustainability
Department	Family, Youth and Children's Services
Team	Family and Children's Centres
Position Status	Casual & Full Time/Part Time
Classification	Band 3
Position Reports to	Centre Coordinator
Position Supervises	Nil
Date Reviewed	April 2023

Position Objective

The role of the Cook is to prepare quality nutritious, well presented, balanced meals and snacks for children. To provide meals that meet children's individual dietary requirements, taking into consideration, allergies, medical conditions, infant feeding, intolerances and cultural requirements. The cook, works in consultation with the Kitchen Supervisor to meet budgetary requirements and adhere to all responsible food service and preparation regulations.

The Family and Children Centres work together to provide a welcoming and enriching place that nurtures and supports children and families.

Key Responsibilities

1. Menu and Food Preparation

- Prepare nutritionally balanced meals, to ensure the food provided by the centre meets and exceeds the expectations of families and service standards.
- Ensure all meals and snacks are prepared and served following the directions of the developed recipes, in accordance with the service policies and procedures.
- Where required prepare meals which meet individual children's dietary requirements, taking into consideration allergies, intolerances, infant feeding and cultural requirements.
- Purchase all ingredients and food supplies, to implement the planned menus and centre special occasions, meeting the agreed budget restrictions.

2. Safety, Compliance and Record Keeping

- Comply with the six core elements of the food safety program: hazard identification, hazard control, monitoring, corrective action, review and record keeping.
- Maintain kitchen cleaning schedules and hygiene standards as set out by the health department, under the Food Act 1984 and the Food Safety Standards.
- Record the daily alternative meals provided to children, when individual dietary restrictions have been identified.
- Ensure accredited training is undertaken every three years and refresher training each year in relation to severe allergies and anaphylaxis.

3. Team Work and Communication

- Contribute to the development of seasonal menus by providing any suggestions to the kitchen supervisor.
- Work as a team with other centre staff to ensure all meals are prepared to a high standard, and by the appropriate time of the day.
- Maintain ongoing partnership with staff and families when implementing infant meal preparations, in accordance with the guidelines developed by the National Health & Medical Research Council and published by the Australian Government.
- Participate in required professional development and training and keep abreast with industry changes and legislation.
- Maintain a positive and flexible approach to working within the team.

Position Requirements

1. Accountability and Extent of Authority

The incumbent is responsible and accountable for:

- Deliver menus and food service in accordance with required by the Food Act, Food Safety Standards, City of Kingston's Food Safety Program and the National Quality Standards.
- Identifying any operational issues which impacts on the food service delivery and notify the Centre Coordinator for attention.
- Maintain records of appropriate meal preparation, food standards and the cleaning schedule in accordance with the food safety plan.
- Supporting food activities, including special celebrations in relation to safe food handling, preparation and practices.

2. Judgment and Decision Making

The incumbent is accountable for:

- Work within the guidelines of the City of Kingston policies, the Food Safety Program and recommendations from state and local governments.
- Comply with the clear documentation of kitchen processes for meal preparations and seek support and advice from the centre coordinator where necessary.

3. Specialist Knowledge and Skills

The following knowledge and skills are required to be utilised:

- Prepare and serve all meals in the manner and time required by the service.
- Knowledge of the nutritional needs of children in care and education settings.
- Awareness and knowledge of catering for children with individual dietary requirements which consist of allergies, intolerances, anaphylaxis to food, cultural and infant feeding requirements.
- Prepare and record seasonal menu and when required, in consultation with Centre Coordinator, meal modifications.
- Following health and safety practices in the kitchen environment.
- Apply and monitor food safety requirements.

4. Management Skills

The following management skills are required to be utilised:

- Appropriately cater for the number of children attending the service.
- Assist in the development of seasonal menus, in accordance with the Healthy Eating Advisory Service guidelines.
- Create meal experiences that will enable staff to engage in social meal times with children.
- Plan and organise meals to be provided within set timeframes
- Participate and contribute at all centre kitchen meetings held regularly.
- Ensure food and safety practices are adhered to at all times.
- Ensure all staff comply with kitchen food safety guidelines and consult with Kitchen Supervisor when appropriate to provide support.

5. Interpersonal Skills

The following interpersonal skills are required to be demonstrated:

- Communicate with empathy, respect and understanding towards children, families and colleagues.
- Demonstrate good verbal and written communication skills.
- Contribute and work as a member of a multi-disciplinary team.
- Ability to work cooperatively and independently.

6. Qualifications and Experience

The following qualifications and experience are required for the position:

- Food Handlers Certificate
- Working with Children Check
- Police Check
- First Aid Management of Anaphylaxis and other medical conditions
- First Aid Level 2 with CPR update
- Qualification in Commercial Cookery

Shared Organisational Responsibilities

Kingston City Council (Council) has the following expectations of all employees:

<p>Values and Behaviours</p>	<p>The City of Kingston has six organisational values which guide behaviours and decision-making. It is through this framework, that high quality services are delivered to employees and the community. Employees have an important role to play in upholding Kingston’s ethics and values, including the Code of Conduct. Kingston’s Values are:</p> <ul style="list-style-type: none"> • Future Orientated • Accountable • Expert • Celebrate • Community Centric • Dynamic
<p>Safe Workplace Actions</p>	<p>The responsibilities of this position are completed in line with organisational Occupational Health and Safety (OH&S) policies and procedures. The incumbent will display and promote safe actions in the workplace at all times.</p>
<p>Policies and Procedures</p>	<p>The responsibilities of this position are completed in line with all council policies related to the position.</p>
<p>Legislative Framework</p>	<p>The responsibilities of this position are completed in line with the relevant legislative framework of the position’s department.</p>
<p>Equal Opportunity and Child Safe Standards</p>	<p>The City of Kingston is an equal opportunity and child safe employer. The City of Kingston values the diversity of lived experience, abilities, backgrounds, and identities and is committed to creating a workplace where all employees feel safe, supported, and connected to perform at their best.</p>

	<p>We value the diversity of lived experience and the positive impact this can have on outcomes for the Kingston community. We value employees from all backgrounds, identities, and experiences such as; Aboriginal and/or Torres Strait Islander peoples, Women, those identifies as part of LGBTIQ+ communities, culturally and linguistically diverse persons and persons with a disability.</p>
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Prerequisites

- Undertake and maintain a current National Criminal Records Check
- Pre-employment Medical Assessment
- Hold and maintain a Working with Children Check
- Food Handlers Certificate
- Qualification in Commercial Cookery
- Food Safety Supervisor Course (desirable)

Inherent Requirements

Category A – This role has been assessed as a high risk and / or manual handling role. Please refer to the attached Job Task Analysis (JTA) and Physical Health Assessment (PHA) for further information about the inherent requirements of the role.

Council will make reasonable adjustments to support people in their work environment wherever reasonably practicable.

Applicants should declare any requirements via the Health Declaration form.

Variation to conditions of employment

These conditions of employment, your duties and your location may be varied by Council during the term of your employment.