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**Position Title:** Food Co-ordinator  
**Position Classification:** FCOOR (as per UWA Child Care EBA)  
**Position Number:** 101708  
**Faculty/Office:** DVC Education  
**School/Division:** Student Life  
**Centre/Section:** Child Care  
**Supervisor Title:** Director  
**Supervisor Position Number:** 310706

### About the University

The University of Western Australia has an international reputation for excellence and enterprise and has been rated as one of the best comprehensive universities in Australia. It is one of the country's leading research institutions and is the only WA member of the prestigious "Group of Eight" research universities. In 2012 UWA joined the ranks of the World's top 100 universities, being ranked 96 in the Shanghai Jiao Tong University's Academic Rankings.

The University has a student enrolment of 24,500 and employs 3,700 full time equivalent (FTE) staff.

### Vision and Values

The University of Western Australia vision is achieving international excellence.

Its core values underpinning our activities are a commitment to:

- A high performance culture designed to achieve international excellence
- Academic freedom to encourage staff and students to engage in the open exchange of ideas and thought
- Continuous improvement through self-examination and external review
- Fostering the values of openness, honesty, tolerance, fairness, trust and responsibility in social, moral and academic matters
- Transparency in decision making and accountability
- Equity and merit as the fundamental principles for the achievement of the full potential of all staff and students

All staff are expected to comply with the Code of Ethics and the University's Code of Conduct and demonstrate a commitment to its Equity and Diversity and Safety principles and the General Capabilities of personal effectiveness, working collaboratively and demonstrating a focus on results. Details of the University policies on these can be accessed at [http://www.hr.uwa.edu.au/publications/code\\_of\\_ethics](http://www.hr.uwa.edu.au/publications/code_of_ethics), <http://www.equity.uwa.edu.au> and <http://www.safety.uwa.edu.au/policies>.

All Staff are to complete a Professional Development Review Annually. Details of the University policies on Professional Development Review can be accessed at [http://www.hr.uwa.edu.au/policy/toc/performance\\_management\\_of\\_staff/professional\\_development\\_review](http://www.hr.uwa.edu.au/policy/toc/performance_management_of_staff/professional_development_review)

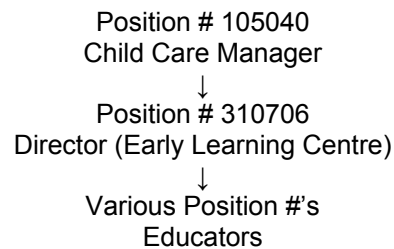
A Commencing Professional Development Review should be completed within six months of commencement please discuss with your supervisor who is responsible for undertaking the review.

## About the work area

UWA Child Care Services provides an Early Learning Centre that offers part-time and full-time care to children aged six weeks to five years, and an Out of School Care Service that provides After School Care and Vacation Care for pre-primary students to twelve year olds, during state school terms and state school holidays.

Management and staff aim to provide high quality education and care and enriching learning experiences for all children, in partnership with their families, and in accordance with the Education and Care Services National Law (WA) Act 2012, Education and Care Services National Regulations 2012, and the National Quality Framework.

## Organisation chart



## Role statement

An ancillary employee employed to plan, prepare and serve meals with an emphasis on healthy nutrition and meeting special dietary requirements.

## Key responsibilities

Plan and prepare seasonal menus

Maintain a high standard of health and hygiene practices in accordance with the Food Act (2008) (WA) and Food Regulations (2009) (WA)

Supervise the Kitchen Assistant

Be responsible for the quality of the employee's own work;

## Specific work capabilities (selection criteria)

Hold a CHCCN3C (Prepare nutritionally balanced food in a safe and hygienic manner), a component of the Certificate III in Children's Services;

A minimum 2 years' experience preparing nutritionally balanced food in a safe and hygienic manner

Hold a 'C' Class Driver's Licence

Hold a Working with Children Check; and

Hold a current Medical Certificate certifying fitness to work in an Education and Care Service

## Special Requirements

### Judgement and Problem Solving

Solve standard problems within an established framework or body of knowledge by

1. applying a range of procedures and work methods,
2. being proficient in and interpreting a set of relatively straightforward rules, guidelines, manuals or technical procedures, and
3. Selecting from a range and combination of possible responses, based on an understanding of the principles or policies underlying established procedures, practices or systems.

Will use operational experience to monitor and contribute to local procedures and systems.

### **Supervision and Independence**

General direction, with the occupant determining the appropriate use of established methods and sequences, where choices are made which require some understanding of a well-defined policy framework or recourse to technical knowledge. Guidance is available.

May be responsible for;

1. supervising others performing a range of tasks within a single work unit,
2. providing on the job training and assistance to others, and or
3. Co-ordinating staff (including liaison with staff at higher levels) contributions.

May undertake stand-alone work appropriate to this level

In the case of experienced staff working alone and following set routines, some latitude to rearrange sequences and discriminate between established methods.

### **Organisational Relationships and Impact**

Apply a sound knowledge of the impact of the activities undertaken on other related functions.

Provide advice or assistance based on some depth of knowledge in own area. Assist others by:

1. Providing information about appropriate dietary requirements, methods, or techniques, and by
2. Interpreting and selecting between alternatives.

Where relevant case experiences arise, suggest changes to menus, methods and / or routines to facilitate positive outcomes for children.

## **Position Approvals**

*Approvals are now electronic. No signature section needed.*