



POSITION DESCRIPTION

POSITION TITLE:		Cook – Children’s Centre			
POSITION NO:		702436	CLASSIFICATION:		Band 3
DIVISION:		Community Strengthening			
BRANCH:		Family, Youth and Children’s Services			
UNIT:		Children’s Services			
REPORTS TO:		Precinct Team Leader			
POLICE CHECK REQUIRED:	Yes	WORKING WITH CHILDREN CHECK REQUIRED:	Yes	PRE-EMPLOYMENT MEDICAL REQUIRED:	No

Yarra City Council is committed to being a child safe organisation and supports flexible and accessible working arrangements for all.

This includes people with a disability, Aboriginal and Torres Strait Islanders, culturally, religiously and linguistically diverse people, young people, older people, women, and people who identify as gay, lesbian, bisexual, transgender, intersex or queer. We draw pride and strength from our diversity, remain open to new approaches and actively foster an inclusive workplace that celebrates the contribution made by all our people.

This position is required to provide of COVID-19 double dose vaccination. We will work with individuals to assess their ability to meet this requirement on a case by case basis.

POSITION OBJECTIVE

- To plan and prepare nutritionally balanced meals for the children attending the Centre.
- To ensure the working environment is maintained to meet all safety, hygiene, and health standards in accordance with the Food Act, the Education and Care Services National Regulations 2012, the Education and Care Services National Quality Framework and the Centre’s Food Safety Program.

ORGANISATIONAL CONTEXT

The Municipality is committed to efficiently and effectively servicing the community to the highest standards, protecting, enhancing, and developing the City's physical and social environment and building the population and business base. A major imperative of the Organisation is the introduction of a best value framework with an emphasis on customer service and continuous improvement.

The Family, Youth and Children's Services Branch forms part of the Community Wellbeing Division. The Children's Services Unit contributes directly to the achievement of Branch and organisational goals.

As a member of the Children's Services Unit, the incumbent is required to pursue Branch and Divisional goals through effective teamwork within the Branch/Unit and with colleagues in other branches and divisions. This is achieved by developing sound working relationships with a range of internal and external parties and through active contribution to actions and strategies as set out in 0-25 years plan.

ORGANISATIONAL RELATIONSHIPS:

Position reports to: Precinct Team Leader

Internal Liaisons: Other Children's Services Employees/Educators
Other Children's Services Cooks
Staff in the Family, Youth and Children's Services Branch
Employees in the internal Environmental Health Team
Employees in Yarra's Waste Management Team
Team Leader Children's Services – Early Years
Team Leader – Pedagogy & Practice

External Liaisons: Environmental Health Officers (EHO)
External Auditors (FSP)
Families & Children attending the centre
Food suppliers
Relevant Key stakeholders

KEY RESPONSIBILITY AREAS

Planning and preparing balanced nutritious menus

- Provision of balanced nutritious meals for children in attendance, which consider special dietary requirements and cultural practices.
- In consultation with the Precinct Team Leader, educators, families, and children; plan menus that are nutritionally balanced and cater for all individual needs.
- Ensure nutritional morning, afternoon teas and lunch are provided using seasonal fresh produce where appropriate.

- Order and maintain adequate supplies and ensure cost effective and time efficient purchasing arrangements are in place.
Maintaining purchases within the approved budget.
- Ensure attractive weekly menus are displayed ensuring balance and variety and in accordance with the National Quality Framework principles.
- Ensure meals provided meet reasonable expectations of all parents.

Food Safety Requirements

Monitor and maintain the requirements of the Centre's Food Safety Program to ensure it is meeting statutory requirements prescribed in the Food Act.

- Maintain all documentation in a timely and efficient manner.
- Instruct other relevant staff in the completion of all Food Safety Plan requirements.
- Be present for the annual Food Safety audit and provide all necessary documentation as requested.
- Review and make any necessary changes to policies, procedures, and Food Safety Plan in consultation with the Centre Coordinator and forwarding any relevant information to relevant key stakeholders

Hygienic food handling environment

- Ensure all requirements of the Food Act and Centre's Food Safety Program are implemented.
- Ensure the environment complies with the Food Acts, Occupational Health & Safety requirements and standards and be proactive in addressing and discussing any issues for action with the Centre Coordinator immediately as they arise.
- Ensure correct food handling policies and procedures are implemented at all times. Including inhouse training of educators of safe food handling and servicing practices to meet the requirements of the Centre's Food Safety Program.
- Ensure the kitchen and all cleaning schedules as detailed in the Centre's Food Safety Program are maintained and followed to ensure the kitchen and food reheating kitchenettes are maintained in a clean, safe, and tidy manner at all times.

Occupational Health and Safety

- Ensure correct manual handling techniques are used at all times.
- Ensure that a safe work environment is maintained at all times, with any issues being reported to the Centre Coordinator immediately as they arise.
- Ensure all organisational policies and procedures in relation to OHS are adhered to at all times.

General

- Actively participate in centre routine duties.
- In consultation with the Precinct Coordinator & Team Leader ensure food budget is maintained in all purchasing decisions and any variations are documented and communicated with the Precinct Coordinator and or the Team Leader Children's Services – Early Years.
- Actively contribute to maintaining high quality service levels. Participate and support the development and implementation of initiatives arising from the Municipal Early Years Plan.
- Attend relevant staff meetings as required or requested by the Precinct Coordinator & Team Leader and or the Team Leader Children's Services – Early Years.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

The cook is directly accountable to the Precinct Coordinator.

The objectives of the position are clearly defined; tasks performed fall within general guidelines with scope to exercise discretion in the application of established food preparation and cleaning practices.

At Yarra all employees are expected to demonstrate leadership in reducing Yarra's emissions and building a climate resilient future by embedding climate considerations into all of Councils activities.

At Yarra Every Job is a Climate Job

Acting on the climate emergency requires that we change the way we think, make decisions, and prioritise action. We must embed proactive climate responses in the ways we govern, live our lives, and conduct our work. Every choice we make today and into the future will have an impact; this is true for Council and the community.

Acknowledging the scale of this crisis, at Yarra we are committed to ensuring that every job is a climate job meaning that each staff member will play a key role in shaping our climate response.

Safety and Risk

- Minimise risk to self and others and support safe work practices through adherence to legislative requirements and Council policies and procedures.
- Report any matters which may impact on the safety of Council employees, community members, or Council assets and equipment.
- Yarra City Council is committed to prioritising and promoting child safety. We adhere to the Victorian Child Safe Standards as legislated in the Child, Wellbeing and Safety Act 2005 and have robust policies and procedures in order to meet this commitment.

Yarra Values

Behave according to the following values which underpin our efforts to build a service-based culture based on positive relationships with colleagues and the

community:

- Accountability
- Respect
- Culture

JUDGEMENT AND DECISION MAKING

The Cook is required to exercise sound judgement and practice in food planning and preparation taking into consideration all dietary needs of children attending the centre. Relevant issues are to be raised in an appropriate forum or with the Precinct Team Leader or the Team Leader Children's Services – Early Years.

KEY COMPETENCIES

(1) Specialist Skills and Knowledge

- In depth knowledge and understanding of State Food Act and its application to Children's Services.
- Knowledge and skills to maintain, review and update Food Safety Programs.
- Ability to conduct inhouse training and support for educators for food handling and serving.
- Skills to order and maintain supplies to meet budget requirements.
- Manual handling skills for the purposes of routine cooking and cleaning tasks.
- Knowledge and understanding of relevant Occupational Health and Safety requirements.
- Understanding of the function of the position within the context of the Children's Centre.
- Commitment to ongoing training and development.

(2) Management Skills

- Basic skills in managing time.
- Skills in planning and organising workloads.
- Safe and correct use of equipment to carry out assigned duties safely, efficiently, and effectively.

(3) Interpersonal Skills

- Excellent communication skills with other employees, children, and parents/guardians .
- Ability to work as part of a team.

QUALIFICATIONS AND EXPERIENCE

- Training and/or some relevant practical experience in cooking/catering and food handling.
- Food Handling certificate and Food Safety Supervisor certificate.

- Understanding of principles of The National Quality Framework
- Understanding and experience in preparing a range of meals for people with allergies, food intolerances and dietary requirements.

KEY SELECTION CRITERIA

- Plan and prepare nutritionally balanced meals, which consider individual needs, special dietary requirements, and cultural practices.
- Maintain, review and update Food Safety Program.
- Maintain and meet all safety, hygiene and occupational health and safety standards required as well as maintain adequate supplies and ensure cost effective and time efficient purchasing arrangements.
- Excellent communication skills with staff, children, and parents/guardians.
- Sound time management skills and ability to plan and organise own and others workloads as required.