

# Position description

<b>Position title:</b>	<b>Children's Centre Cook</b>
<b>School/Directorate/VCO:</b>	<b>Campus Life</b>
<b>Campus:</b>	<b>SMB Campus. Travel between campuses will be required.</b>
<b>Classification:</b>	<b>Within the HEW Level 2 range</b>
<b>Employment mode:</b>	<b>Fixed-term appointment</b>
<b>Probationary period:</b>	<b>This appointment is offered subject to the successful completion of a probationary period.</b>
<b>Time fraction:</b>	<b>Part-time</b>
<b>Recruitment number:</b>	<b>849264</b>
<b>Further information from:</b>	<b>Ms Melanie Coffey, Manager Administration and Business, Campus Life</b> <b>Telephone: (03) 5327 9848</b> <b>E-mail: m.coffey@federation.edu.au</b>
<b>Position description approved by:</b>	<b>Mr Colin Marshall, Director, Campus Life</b>

**This position description is agreed to by:**

\_\_\_\_\_  
Employee name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**The University reserves the right to invite applications and to make no appointment.**

Warning: uncontrolled when printed.

Authorised by: Director, Human Resources  
Document owner: Manager, HR Shared Services

Original Issue: 01/11/2009  
Current Version: 25/01/2019

## Position summary

The Children's Centre Cook is responsible for the purchase, preparation and provision of nutritious meals for all children at FedUni Children's Centres at the SMB or Mt Helen Campus, while meeting the requirements of the Food Safety Act 1984.

## Key responsibilities

1. In consultations with staff, plan and implement nutritious menus for morning tea, lunch, afternoon tea and other meals as appropriate for up to 80 children, ranging in age from 6 weeks to 6 years.
2. Order and arrange for the delivery of food, drinks and groceries.
3. Clean and maintain the kitchen environment and equipment to ensure cleanliness and safety adheres with the requirements of a Class 1 Food Premise, including the laundering of kitchen linen.
4. Maintain a sound knowledge of the Food Safety Act and food handling requirements. Ensure the FedUni Children's Centres food safety policy is reviewed, in collaboration with the Coordinator, Children's Centre.
5. Ensure that all staff have adequate knowledge of the food handling requirements delivered through regular staff meetings and training.
6. Maintain accurate records in relation to the Food Safety Act and Centre Food Safety Policy.
7. Liaise with parents and staff on children's individual nutritional requirements and preference, including children's allergies and religious preferences. Ensure that substitute food is available for children unable to eat specific foods due to allergies, intolerances, family or children's preferences.
8. Liaise with the Coordinator, Children's Centre and provide clear, concise and timely information and advice in relation to maintenance, and equipment requirements.
9. Be a positive and communicative role model to co-workers, children, students and families and participate in staff meetings, professional development/training and parent meetings.
10. Provide birthday cakes for children on request from parents.
11. Ensure the menu choices and proportions of meals offered are age appropriate and adjusted as children and grow and develop over the year.
12. Provide a nutrition and kitchen report for all newsletters and staff meetings. Assist with the delivery and collection of meals to the children's rooms.
13. Provide additional meals for Centre functions and observation groups visiting the centre as required.
14. Ensure menus are consistent with the current recommended daily dietary requirements and ensure all daily meals cover the appropriate food groups over the day/week.
15. Provide opportunities for parents, staff, students and the community members to share meals with the children.
16. Encourage parent participation in the menu planning process and survey or ask for feedback on a regular basis to ensure meals reflect the current needs of families and the centre community.
17. Encourage a partnership with parents, staff and the community through providing information regarding menus, health and broader nutrition issues.

18. Maintain a written display in advance of menus, including the ingredients and nutritional value of the meals. Ensure recipes of all meals are available for all families.
19. Contribute to FedUni Children's Centres quality improvement plan through the National Quality Standard (NQS) and ensure that practices and meals reflect the quality standards and EYLF outcomes.
20. Assist in Children's Food and nutrition related curriculum activities, both spontaneous and planned.
21. Ensure that the centre has a sustainable approach to menu planning, foods and supplies.
22. Signed consent to be a staff member in a research and demonstration Early Childhood Education Centre.
23. Reflect and embed the University's strategic purpose, priorities and goals when exercising the responsibilities of this position. For a more complete understanding and further information please access the Strategic Plan at: <https://federation.edu.au/about-us/our-university/strategic-plan>.
24. Undertake the responsibilities of the position adhering to:
  - The Staff and Child Safe Codes of Conduct and Conflict of Interest Policy and Procedure;
  - Equal Opportunity and anti-discrimination legislation and requirements;
  - the requirements for the inclusion of people with disabilities in work and study;
  - Occupational Health and Safety (OH&S) legislation and requirements; and
  - Public Records Office of Victoria (PROV) legislation.

## Level of supervision and responsibility

The Children's Centre Cook works under the routine supervision of the Coordinator, Children's Centre and is required to work under broad direction with independence in day to day sequencing of activities.

The Children's Centre Cook is expected to use judgement in solving daily issues which arise in the busy environment. The position must also assess and recommend safety needs to ensure a secure and safe environment, and maintain appropriate records and information relating to food safety and meals. The Children's Centre Cook is expected to have knowledge of and be able to apply The Food Safety Act 1984, National Quality Framework, National Regulations, National Quality Standard, Occupational Health and Safety requirements and FedUni Children's Centres and University policies and procedures.

The position is also expected to be innovative and imaginative in the menu planning to ensure the food is appealing, nutritional and suits to children's needs and interests.

## Training and qualifications

A Level 2 Food Handler's Certificate and Working with Children Check are required.

All University positions delivering education and/or services to children (a child for this purpose is considered to be someone below the age of 18 years) must hold a valid Working with Children Check (WWCC) or hold a current registration with the Victorian Institute of Teaching (VIT).

## Position/Organisational relationships

The Children's Centre Cook is under the routine supervision of the Coordinator, Children's Centre in providing Early Childhood Education services to the University Community. The position will work as part of the FedUni Children's Centres team and maintain the confidentiality of Centre families and team members at all times.

## Key selection criteria

Applicants must demonstrate they are able to undertake the inherent responsibilities of the position as contained in the position description and are able to meet the following Key Selection Criteria:

1. Hold a Level 2 Food Handlers Certificate and a valid Working with Children Check (WWCC) Assessment. Notice and/or WWCC Card which demonstrates suitability for employment in a children's service.
2. A sound knowledge of the Food Safety Act 1984.
3. General understanding of the legislative and regulatory requirement for Early Childhood Education and Care as well as an understanding of the National Quality Framework, National Regulations and National Quality Standard.
4. Demonstrated knowledge of health and safety requirements specific to Early Childhood Education Services.
5. Demonstrated well-developed organisational and effective communication skills including conflict resolution skills.
6. Demonstrated communication and interpersonal skills to communicate and relate with a diverse range of children, parents and staff.
7. Demonstrated ability to work with initiative independently and collaboratively within a team environment.
8. Demonstrated working knowledge and application of the Child Safety Standards.
9. Demonstrated knowledge and application of appropriate behaviours when engaging with children, including children with a disability and from culturally and/or linguistically diverse backgrounds.

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.