

# Position Description



<b>POSITION TITLE:</b>	Casual Cook – Children’s Services	<b>POSITION NO:</b>	TBA
<b>DEPARTMENT:</b>	People and Community Services		
<b>LOCATION:</b>	Early Learning Centre, Dandaloo Street Nyngan		
<b>REPORTS TO:</b>	Children’s Services Officer		
<b>DIRECT REPORTS:</b>	None		
<b>STATUS</b>	Casual	<b>TYPE:</b>	Casual
<b>LEVEL:</b>	Grade 3	<b>HOURS:</b>	Up to 20 hours per week
<b>DATE PREPARED:</b>	01/11/2019	<b>DATE REVISED:</b>	

## AUTHORISATION

I hereby agree that this role statement accurately reflects work requirements.

Manager: \_\_\_\_\_  
Name Signature Date

Employee  
(if applicable): \_\_\_\_\_  
Name Signature Date

## POSITION CONTEXT

Bogan Shire Council is committed to providing a comfortable country lifestyle by progressively improving the level of appropriate facilities and services and encouraging growth and economic development that is responsive to the needs of the community.

The position contributes to this goal through supporting the work of the educators and Children’s Services’ philosophies, providing nourishing and nutritious meals to children attending the Early Learning Centre.

## MAIN JOB PURPOSE

The role of the Cook – Children’s Services is to source and order appropriate ingredients, in-season fresh fruit and vegetables, meat and poultry and plan meals in consultation with the Manager and Educators, taking into consideration special dietary requirements, allergies and religious or cultural requirements.

## CUSTOMERS

- People who live, work in or visit Bogan Shire
- Elected Council members
- Council Management
- Council Staff

## ORGANISATIONAL RESPONSIBILITIES

Be familiar with and follow the spirit and content of Council’s Code of Conduct. A copy of this is provided with your appointment letter if successful.

Be familiar with and undertake all work in accordance with relevant policy and legislation, including:

- Council’s Awards, Policies and Anti-Discrimination legislation
- Council's customer service standards and organisational values
- Workplace Health and Safety (WH&S) legislation

## KEY TASKS / ACCOUNTABILITIES

### General Responsibilities

1. Respect and support the Children's Services team, establishing effective working relationships and contributing towards positive channels of communication to ensure the smooth operation of Children's Services in order to provide and maintain high quality early childhood education and care.
2. Work in accordance with the requirements of the *Children (Education and Care Services National Law Application) Bill 2010*, *Education and Care Services National Regulations* and the *National Quality Standard for Early Education and Care*.
3. Work in accordance with the *Code of Ethics of the Early Childhood Australia*.
4. Comply with the policies and procedures of Council.
5. Ensure each child's health needs are supported and respond positively and consistently to children's additional needs / requirements – diet / allergies, developmental etc. and support children's individual wellbeing and comfort.
6. Conduct daily and monthly workplace inspections and risk assessments and as per schedule provided. E.g. – IT equipment safety checklist, safe building checks etc., report all workplace accidents and hazards to the Manager, and implement immediate action for identified hazards if able to do so and ensure that equipment is respected and maintained to an optimal level of safety and aesthetics.
7. Develop and maintain effective networks with internal and external stakeholders such as parents, support services and authorised suppliers.

### Menu Planning

8. Working within the specified budget, prepare and cook all meals according to the set menu as agreed with the Manager, taking into consideration suitability for children 0-5 years and nutritional standards set by the Australian Dietary Guidelines.
9. Plan for and cater for all children's dietary requirements including; anaphylaxis to food, food allergies, cultural dietary requirements and personal beliefs dietary requirements.
10. Actively take part in risk minimisation assessments and actively plan for children with anaphylaxis and food allergies.
11. Communicate with the Manager and the Children's Services Officer on all food requirements and evaluate the menu on a regular basis.
12. Ensure food is presented to children in an appealing and timely manner, working with the Centre's routines.
13. Document and retain appropriate records on all menus and recipes.

### Food and Supply Ordering

14. In co-ordination with the Children's Services Officer, contact authorised suppliers and order appropriate food and supplies on a regular basis to ensure freshness and quality of products.
15. Assist with maintaining supplies and equipment levels for Children's Services in accordance with the Service's policies, liaising with the Manager, Children's Services Officer, Service Leaders and other staff as required.

### Customer Service

16. Ensure that all children are welcomed and farewelled from the centre where possible.
17. Work with the Early Learning Centre team to ensure a comfortable, inviting, stimulating and caring meal time atmosphere is maintained.

18. Treat each child as an individual and respond to their needs accordingly.
19. Assist in the preparation and maintenance of resources to provide learning experiences that may involve cooking experiences.
20. Ensure all requirements of children with allergies, intolerances and other dietary needs are met within the menu planning and meal preparation.
21. Maintain Council's values and high customer service standards through the respectful, inclusive, equitable and courteous treatment of children and their families with respect to cultural, religious, dietary and other special requirements.
22. Form positive, comforting and nurturing relationships with children and develop and maintain positive relationships with families.

#### Hygiene and Safety

23. Wear gloves and an apron at all times and hygienically prepare lunch, morning tea and afternoon tea ensuring food handling standards and quality guidelines are adhered to at all times.
24. Maintain hygienic and inviting kitchen work spaces and eating areas, removing clutter and debris.
25. Tie hair back and wear a hair net, ensuring all hair is kept away from food.
26. Maintain a clean and safe work environment while complying with all Council safety policies and procedures.
27. Work within guidelines as detailed in the relevant Standard Work Method Statements (SWMS).
28. Report all workplace accidents and hazards to your supervisor. Implement immediate action for identified hazards if able to do so safely.
29. Participate in workplace consultative meetings as required and recommend improvements to relevant Standard Work Method Statements.
30. Ensure that the kitchen cleaning checklist is completed and signed on a daily basis.
31. Ensure all centre Educators and other persons adhere to effective hand washing practices before entering the kitchen, after handling raw meat, dairy products and rubbish.

#### Cultural Diversity

32. Work with the Manager and Educators to incorporate a variety of cultural food choices into the menu.
33. Work with the Manager and Educators to encourage and promote collaboration with families and community for menu suggestions and planning.

#### Allergies and Communication

34. Work with the Manager, Educators and individual families to maintain up to date to records in respect to all food allergies, intolerances and religious requirements.
35. Ensure that children's dietary requirements are displayed for easy reference and access (whilst maintaining confidentiality).

#### Finance

36. Order all kitchen, food and cooking supplies through authorised suppliers, ensuring all orders are within allocated budget and costed to correct cost numbers.
37. Supply all invoices and completed requisition orders to the Administration Officer for data entry into Civica, purchase order production and goods receipting purposes.
38. Weekly accurate processing, receipting and reconciliation of invoice payments in conjunction with the Children's Services Officer and Manager.

39. Monitor and follow up non-supply, delayed supplies and other irregularities relating to invoicing and good receivables and investigate/resolve issues relating to billing.
40. Complete month end close / checklists, produce appropriate reports and reconcile expenditure.

#### Records Management

41. Under direction of the Manager, maintain accurate and up to date records and contact details of suppliers, food and kitchen supplies orders, menu plans, recipes and records of children's special dietary requirements information.
42. Ensure children's records are stored safely and securely, following legislative archiving procedures.

#### General

43. Undertake other duties as assigned by the Manager Education and Community Services or the Children's Services Officer that are compatible with the job holder's level of skills, experience and capability.

**NOTE:** Employees may be required to undertake duties within the limits of their skill, competence and training, consistent with their grade level, in any role or area of Council.

### **KEY RESULT AREAS**

1. Defined tasks are performed to a high standard and within specified timeframes.
2. Confidentiality, integrity and professionalism are maintained throughout all tasks performed.
3. Compliance with statutory reporting requirements.
4. Compliance with legislative and Council reporting requirements.
5. Excellence in delivery of customer service activities on time and within budget.
6. Positive representation and effective communication on behalf of Council.
7. Effective self-management, self-development and integrity.
8. Positive feedback provided about Children's Services.
9. All applicable Council policies and procedures are adhered to.

### **COUNCIL VALUES**

Bogan Shire Council has seven corporate values that guide our thinking, actions and decision making:-

#### Having respect for other people.

*We treat everyone equally and work to build and maintain mutual respect amongst ourselves, as Shire staff and councillors, as well as with our customers.*

#### Providing responsive customer service.

*We recognise that our main function is to serve our local community and we make every effort to deliver quality services in a way that meets, or exceeds, their expectations.*

#### Taking pride in Nyngan and the greater Bogan Shire.

*We take pride in doing what we do well to make a difference for the benefit of the whole Bogan Shire community to preserve and improve our "comfortable country living".*

#### Working together as a team to get things done.

*We build teams that work together in a positive and supportive way to get the job done. Teams know that they rely on each individual to do their part and we encourage healthy two-way feedback.*

#### Being accountable for our decisions and actions.

*We accept responsibility for the decisions and actions that are taken on behalf of our community. Individually, all Council staff have ownership of their tasks and duties to make sure that we get the job done to the best of our ability.*

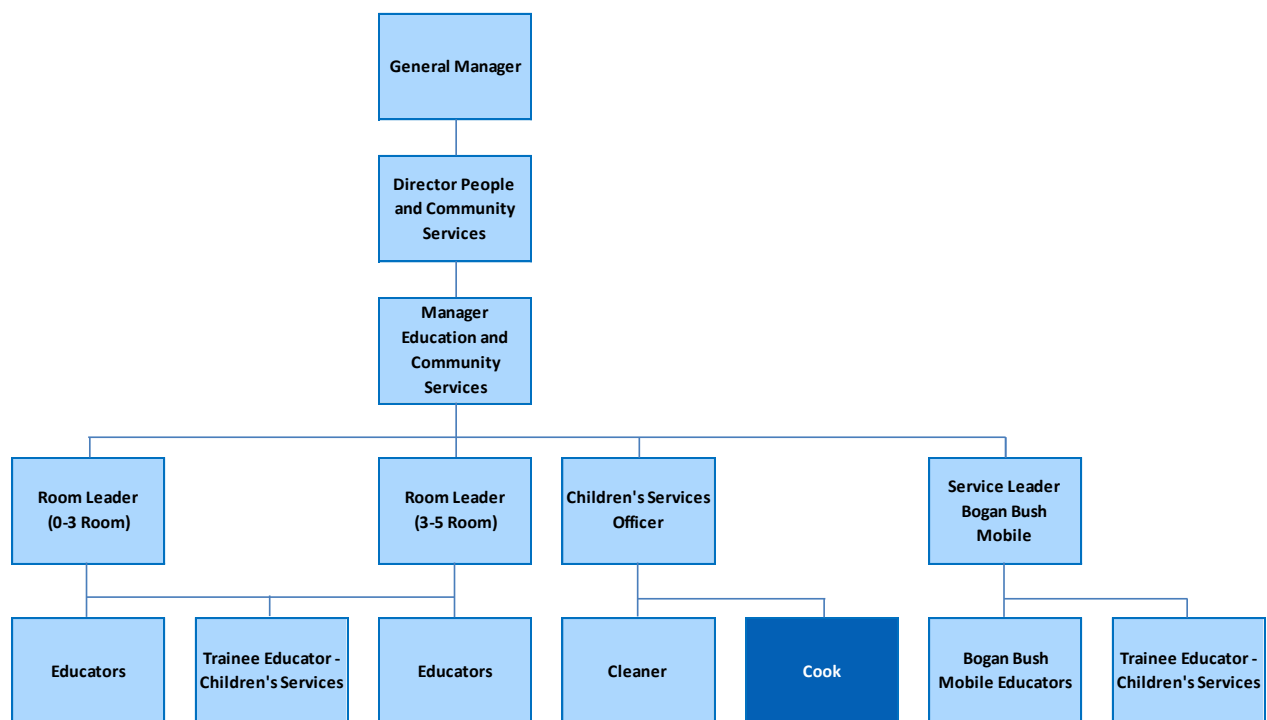
Acting with integrity and honesty.

*Our dealings are open and transparent. We can be trusted to do the right thing and we strive to provide the best value for money to the community, our customers.*

Demonstrating strong leadership

*Together with our community we have established a vision for the future of our Shire and we are committed to planning for and leading the achievement of our community's strategic goals.*

## DEPARTMENTAL STRUCTURE



## CONDITIONS

- Employment contract is for casual work.
- Hours of work are Monday to Friday, up to 20 hours per week.
- Hours between 9am and 1pm.
- Superannuation paid by Council in accordance with legislative requirements.
- Provision of employee uniform as per Council's Employee Uniform and Clothing Policy.
- Shire Council provides a 'smoke free' work environment. Council policy prohibits smoking in all Council buildings, vehicles and plant.
- **PRIVACY AND CONFIDENTIALITY (CHILDRENS SERVICES)**  
In this role you will come in contact with information that is extremely sensitive and private in relation to childcare clients. The matter of client confidentiality is paramount.

The Childcare Centre collects personal information from clients for purposes covered within the Privacy and Personal Information Protection Act 1998. This information cannot be used for any purpose other than that which is specifically authorised by the client at the time of collection. Nor can this information, or any impressions gained in the process of interaction with the client, be given

either verbally or in any written or electronic form, to any other person other than those duly authorised by Council.

Breaches of this condition will be dealt with in accordance with the Local Government (State) Award.

→ **Working With Children Check**

This position requires the preferred applicant to sign a “Prohibited Employment Declaration” and have obtained or hold a valid “Working With Children Check” under child protection legislation.

## **KEY SELECTION CRITERIA**

### **Essential:**

1. Demonstrated knowledge of food preparation, nutritional standards, menu preparation, food hygiene practices and kitchen management, with a demonstrated ability to apply the necessary skills to achieve outcomes relevant to this position in an accurate and timely manner, providing nourishing and nutritious meals to children attending the Early Learning Centre.
2. Be a friendly and self-motivated team player, who has a passion and creative flair for cooking, has completed Australian Qualification Framework (AQF) competencies through a registered training organisation in menu planning, nutrition and safe food handling (or be eligible to obtain), with a demonstrated ability to support the work of the Manager and Educators, aligning with the Children’s Services’ philosophies.
3. Demonstrated well-developed organisational skills to manage competing priorities, monitor and report progress and complete set outcomes within tight deadlines, including the ability to use these skills in the practical planning of daily, weekly and monthly tasks.
4. Proven high level attention to detail and accuracy, with the demonstrated ability to research, think analytically and plan work with proven problem solving skills and the ability to apply knowledge and experience to issues to develop potential options and recommendations for their resolution.
5. Proven ability to communicate clearly, accurately and effectively both verbally and in writing with a high degree of confidentiality and discretion including the ability to prepare and interpret routine orders, reports and business correspondence / documents.
6. Proven basic computer literacy with demonstrated aptitude in data entry, working with Microsoft Office - particularly outlook, word and excel, familiarity with internet and online ordering, with the capacity to adapt and work in new software applications.
7. Demonstrated interpersonal skills and ability to establish and maintain effective working relationships, work independently with minimal supervision, contribute positively within a team environment and promote a customer focus and service excellence culture.
8. Hold a current class C, P1 or P2 drivers licence or be eligible to obtain.
9. Have clearance to work with children, as verified through a current Working With Children Check.
10. Be an Australian Resident or equivalent or holder of a visa allowing permanent employment in Australia.

### **Desirable:**

1. Tertiary qualifications at AQF Level 3 (Cert III) or above in Early Childhood Education and Care, Food Handling, Nutrition, Menu Planning or Food Safety or a related discipline, or equivalent demonstrated experience over a period of at least 2 years.
2. Hold a current First Aid Certificate.