

 Wattle Range COUNCIL	POSITION DESCRIPTION			Version:	3
	Childcare Cook			Date Adopted:	March 2024
				Next Review Due:	March 2028
POSITION TYPE	Casual	SALARY CLASSIFICATION	Local Government Tourism, Hospitality and Retail Award, schedule 1	LOCATION	Gladys Smith Early Learning Centre

POSITION OVERVIEW

The Early Years Cook is responsible for the preparation and delivery of nutrition and dietary requirements of children age 6 week to 6 years. Must demonstrate excellent skills in and knowledge of food allergies, intolerances, and culture and family requests. The Cook is also required to maintain the kitchen operations to meet Food Auditing requirements, undertake laundry duties and perform other relevant duties within the scope of this role.

KEY ACCOUNTABILITIES

Work Health and Safety

Accountability 1	MAJOR ACTIONS
	1. Comply with the requirements of a safe working environment by following Council Safety Program and applying safe working principles.
	HOW SUCCESS WILL BE MEASURED
	<ul style="list-style-type: none"> • Participation and being proactive in safety related programs • Completion of the required safety related training • Reporting of all incidents and accidents • Thorough knowledge and understanding of Centre Policy for Emergency Procedures

Children's Health and Safety

Accountability 2	MAJOR ACTIONS
	1. Children's health needs are supported and promoted
	2. Healthy eating is promoted and food and drinks provided are nutritious and appropriate for each child
	3. Effective hygiene practices are promoted and implemented
	HOW SUCCESS WILL BE MEASURED
	<ul style="list-style-type: none"> • Weekly menus are designed, planned and reviewed • Menus reflect healthy food choices and incorporate the five food recommended by the Department of Health groups • Recipes used offer variety and appropriate food choices for children 6 weeks to 6 years • Menus are displayed through - out the Centre for families to view • Liaises with Educators to ensure list of children with allergies, intolerances and cultural requirements for food is kept up-to-date • Provides alternative healthy foods for children to meet specific dietary requirements • Promotes among children hygienic eating practices • Supports Educators in procedures for cleaning up after meal times • Consistently implements the services Health and Hygiene policy and procedures • Actively supports children to learn hygiene practices

Food Auditing Requirements

Accountability 3	MAJOR ACTIONS
	1. Thorough knowledge and adherence to the Department of Health Food Auditing Requirements
	HOW SUCCESS WILL BE MEASURED
	<ul style="list-style-type: none"> • All documentation in relation to Food Audit Requirements will be kept up to date and maintained • Involvement in Food Audit Process • Attendance and input into Quarterly Kitchen Meetings • Responsible for quarterly In-House Assessments and Calibration of Probes

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- Undertake Food Safe Handling Program regularly

High Quality Work Standards and Ethics

Accountability 4	MAJOR ACTIONS
	1. Professionalism in daily duties
	2. Genuine passion and interest into the health, wellbeing and education of young children
	3. Continuous outsourcing of new recipes and ideas
	4. Confidentiality is essential
	5. Adherence to Centre Budget Requirements
	6. Implementation of Centre Philosophy in promoting Healthy Eating
	HOW SUCCESS WILL BE MEASURED
	• Continuous attendance at relevant workshops, Conferences and further Training
	• Positive, approachable and valuable member of the staff team
• Attendance at meetings	
• Follows Centre Policies and Procedures	
• Genuine commitment in the Role and responsibilities	

DECISION MAKING AUTHORITY

DECISIONS EXPECTED	RECOMMENDATIONS EXPECTED
• Makes decisions as to the weekly menus	– Recommends new recipes
• Makes decisions as to the weekly purchasing of goods	– Changes to purchasing requirements
• Quantities of foods prepared and ordered	– Updating of kitchen resources/equipment
• Foods purchased and available for children with specific dietary requirements	
• To comply with regulatory and legislative requirements	

BUDGET & RESOURCES

Direct Reports to this Position	Nil	Indirect Reports to this Position	Nil
Financial Delegation	As per Reliansys	Expenditure Budget	As per Reliansys

EMPLOYEE RESPONSIBILITIES

	Responsibility	Actions
Organisational Values	Work within Council's values in all elements of daily work	<ul style="list-style-type: none"> • Apply Council's values in all day to day activities, functions and communications • Be accountable, trustworthy and act with integrity • Work as a team player and treat others with respect • Maintain confidentiality with relevant information
Workplace Health and	Take responsibility for the safety and wellbeing of yourself and your workmates, ensuring any hazards/risks are reported and any	<ul style="list-style-type: none"> • Hazards and or risks are identified in line with procedures. • Incidents/injuries reported in line with procedures.

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Safety/Risk Management	incidents/injuries are reported. There is a requirement that the Childcare Cook is fit to undertake all duties as stated in this position description.	<ul style="list-style-type: none"> Understand and comply with all WHS policies applicable to your role, including any procedures, safe work instructions etc and comply with reasonable instruction provided by supervisors or management. Compliance with all safety policies and ensuring all reasonable instructions are followed. Ensure, that any tools, equipment or protective clothing is well maintained and used correctly and in line with safety procedures.
Risk Management	Demonstrating a commitment to risk management principles and practices and maintain a safe environment through observing Council's Risk Management Policy and Procedures. The employee must take all reasonable steps to reduce risks identified in risk audits and other relevant processes and ensure the security of Council's assets under employee's control.	<ul style="list-style-type: none"> Participation in Risk Management Programs Compliance to Risk Management Policy and Procedure Reporting all risk or liability issues to Team Leader/ Manager Implementation of risk reduction measures
Records Management	Ensuring compliance with Council's Records Management policies and procedures and the requirements of the State Records Act 1998 and other legislative requirements for records management and record keeping.	<ul style="list-style-type: none"> Maintain an awareness of records management procedures. Create records to support the conduct of business activities. Register records into paper and/or electronic recordkeeping systems. Develop and maintain knowledge of where records are kept in Council. Ensure Council records are not destroyed without authority from the Records Department. Maintain confidentiality with all relevant Council related documents and information
Code of Conduct / Corporate Standards	Ensure professional conduct is in accordance with Council's Code of Conduct for Employees as legislated and Corporate Standards.	<ul style="list-style-type: none"> Maintain awareness and adhere to Councils Corporate Standards, Code of Conduct and relevant procedures.
Professional Development	Undertake professional development or training opportunities as approved or directed by management.	<ul style="list-style-type: none"> Participate and proactively assess professional development and training opportunities.
Performance Review and Planning	Undertake performance review and planning sessions with your direct manager or supervisor.	<ul style="list-style-type: none"> Positively participate in performance review and planning
Other Requirements	Working with Children Check and Police Check	
Special Conditions	Nil	

QUALIFICATIONS AND EXPERIENCE	
S U	Essential - Mandatory to ensure the job is done effectively and efficiently <ul style="list-style-type: none"> Minimum of Certificate II in Commercial Cookery or equivalent

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	• Food Handlers course
	• Police Clearance
	• Fire Extinguisher training
	• Child-safe Environments/Mandated Notification Certificate
	• Demonstrated experience in delivery of daily kitchen operations
	• Understanding of Food Auditing requirements and expectations
	• Demonstrated ability to interact with Educators, children and families in a positive and respectful manner
	• Working with Children Check
	Desirable - Not essential but generally considered to be required to do the job proficiently
	• Current First Aid Certificate
	• Demonstrated experience in growing and cooking garden produce
• Working knowledge of National Quality Standard requirements, area 2	
• Knowledge of healthy eating programs for children	

INCUMBANT SIGNATURE		DATE	
PRINT NAME			