



City of
Norwood
Payneham
& St Peters

COOK

POSITION & PERSON DESCRIPTION

July 2024

POSITION DETAILS

DEPARTMENT:	Chief Executive's Office
UNIT:	St Peters Childcare & Pre-School
SECTION:	St Peters Childcare & Pre-School
ORGANISATIONAL RELATIONSHIP:	Reports to the Director, St Peters Child Care Centre The Position is also expected to work in collaboration with all Child Care & Pre School staff.
DIRECT REPORTS:	Nil.
AWARD:	<i>South Australian Municipal Salaried Officers Award and the City of Norwood Payneham & St Peters' Municipal Officers Enterprise Agreement</i>
CLASSIFICATION:	Children's Services Employee Level 1
SPECIAL CONDITIONS:	

POSITION OVERVIEW

The St Peters Child Care Centre & Pre-School Cook is responsible for providing high-quality, nutritionally balanced meals and snacks. This role involves preparing food in accordance with the Centre's food program and adhering to the *Dietary Guidelines for Children & Adolescents* (DGCA) and the *Get-Up & Grow* programs.

As a hands-on position, the Cook is accountable for menu planning and must collaborate closely with families, Educators and children to address dietary requests and manage allergy needs. The role requires a strong commitment to food preparation, ensuring that meals are not only nutritious but also tailored to meet the specific dietary requirements of the children. Effective communication and teamwork are essential to ensure that all dietary needs are met and that the food service operates smoothly.

POSITION OBJECTIVES

- Create and manage quarterly rotating menus that adhere to *the Dietary Guidelines for Children & Adolescents* and the *Get-Up & Grow* programs, while incorporating seasonal ingredients and promoting variety.
- Deliver high-quality, nutritionally balanced meals and snacks tailored to the needs of children up to five years of age, including infants, in line with established dietary guidelines.
- Work closely with parents, carers and staff to accommodate the dietary needs and preferences of children. Facilitate open communication to collect feedback and adjust menus as needed.
- Stay informed about the latest trends and research in child nutrition. Introduce creative and culturally inclusive meal options to enhance the diversity and appeal of the menu.
- Involve children in the menu planning process to foster healthy eating habits and an understanding of nutrition. Engage them in activities that highlight the importance of balanced diets.

KEY RESPONSIBILITIES

1. MEAL PREPARATION

- Provide morning tea, lunch and afternoon tea for all children, adhering to the *Dietary Guidelines for Children & Adolescents* & *Get-Up & Grow* programs, with an emphasis on using seasonal foods.
- Ensure children with special dietary needs are catered with meals that closely resemble the meal provided to all children at the Centre.
- Work in consultation with parents and other staff members to accommodate individual dietary needs.
- Ensure adequate information, instructions, food, schedules and equipment are available for relief staff.
- Adhere to food safety standards, maintain checklists and records, order food within budget and ensure stock matches invoices.
- Ensure all incoming stock is accounted for, matches the invoice and is stored appropriately.
- Provide food for parent/staff meetings and Centre events and perform other duties as assigned by the Director or Team Leaders.

Performance Indicators

- Meals are varied and meet nutritional standards according to the *Dietary Guidelines for Children & Adolescents* and *Get Up & Grow* programs.
- Meals are prepared and delivered in a timely manner.
- Stock is ordered within set budget parameters.

2. CLEANING AND HYGIENE CONTROL

- Ensure all procedures are upheld to maintain a hygienic working environment and overall presentation of the kitchen area and its belongings.
- Keep accurate records of cleaning schedules, fridge temperatures and other records associated with the Centre's Food Safety Plan. Ensure these records are maintained and displayed as required.
- Assist with food trolley preparation and cleanup to support the cleanliness of the Centre's rooms.
- Respond calmly and appropriately to kitchen emergencies or hazards and report them to the Director or Assistant Director as soon as possible.
- Ensure waste is disposed of properly and that bin collections occur as scheduled.
- Ensure rubbish bins are taken out for collection on time and that cardboard boxes are disposed of appropriately.

Performance Indicators

- The kitchen is presentable and cleaned during service and at the conclusion of each shift.
- Waste to be disposed of sustainably and correctly, following appropriate guidelines.
- Ensure records are accurately maintained and displayed in accordance with the *Food Safety Plan*.

3. CARER AND COMMUNITY LIAISON

- Respond to parents' and carers' inquiries regarding children's dietary needs, implementing actions as required in consultation with the Director.
- Act as a reference point and resource to all Early Childhood Educators and students regarding food planning and use of kitchen equipment.
- Seek out feedback and suggestions from parents regarding menus and meals provided.
- Refer and report workplace matters to the Director as needed.
- Ensure ongoing, transparent communication.
- Implement an annual survey to gather suggestions, recipes and information about children's likes, dislikes and special dietary needs.
- Plan and prepare meals for cultural celebrations, respecting and celebrating diversity.
- Actively engage in the Centre's *Quality Improvement Plan (QIP)* initiatives.
- Participate in relevant Centre trainings and/or staff meetings and seek out job-related training opportunities as outlined in the yearly *EMPOWER* plans.
- Research and implement strategies to reduce food wastage within the Centre.

Performance Indicators

- Administrative tasks completed accurately and on time.
- Ensure workplace matters are reported in a timely manner.
- Client concerns are addressed promptly and professionally.
- Demonstrate an understanding of cultural diversity, needs and requirements.

SELECTION CRITERIA

ESSENTIAL CRITERIA

- Food Safety Supervisor Certificate (Essential)
- National Criminal Record (Police) Clearance, with no adverse findings.
- *Department of Human Services (DHS) Working With Children Clearance*
- Be fit to undertake the inherent job requirements and the physical demands of the position and remain so during employment in accordance with reasonable work, health and safety expectations and relevant policies and procedures.

DESIRABLE CRITERIA

- Sound knowledge of the *National Quality Standards, Quality Assurance 2 – Children’s Health & Safety*.
- Sound knowledge of legislative requirements of the *Food Safety Act 2001* and *Food Regulations 2017*.
- Certificate II or III in Food Services or a minimum of two (2) years’ experience as a Childcare Centre cook.
- Knowledge of appropriate hygiene, food handling and safe storage guidelines.
- Knowledge of the special dietary needs of infants, including breastfeeding.
- Experience in preparing menus and meals for Childcare Centres or other similar environments.
- Experience in preparing inclusive menus and meals that address children’s nutritional needs, including special dietary needs.
- Mandated Notification Training
- First Aid Certificate

PERSONAL ATTRIBUTES

- Ability to build positive relationships and communicate effectively with a diverse range of people.
- Willingness to adopt different approaches in order to achieve results and accept changes in job role positively.
- Ability to be creative, resourceful and flexible in work situations.
- Demonstrable skills in organisation and management.
- Effective time management skills.
- Excellent communication skills, both written and verbal.
- Demonstrated commitment to continuous improvement.

JOB REQUIREMENTS

- Completion of training & attainment of skills applicable to Award Classification.
- Attend training courses and relevant staff development courses and maintain competency levels.
- Complete duties as requested by a more senior officer than yourself.
- Complete duties within the timeframes allocated.
- Attendance at some after-hour work (paid) will be required.

WORK HEALTH & SAFETY RESPONSIBILITIES

- In accordance with *Section 28 of the Work Health and Safety (WHS) Act 2012*, while at work you must:
 - take reasonable care of your own health and safety; and
 - take reasonable care that your acts or omissions do not adversely affect the health and safety of other persons; and
 - comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the Council; and
 - cooperate with any reasonable policy or procedure of the Council.
- As part of the Council's safety management system, all workers are required to:
 - report any hazards, near misses, incidents, accidents, injury or ill-health which arise in the course of, or as a result of, their work;
 - correctly use, and maintain, any clothing and equipment provided for the purposes of WHS;
 - maintain their workplace in a tidy and safe condition;
 - ensure that their safety, and that of others, is not affected by the consumption of alcohol or other drugs;
 - not interfere with, remove or displace any safety devices, guards or protective equipment unless it is part of an approved maintenance or repair procedure; and
 - actively participate in consultation and consideration of all WHS issues that are pertinent to their workplace.
- Work Health & Safety (WHS) Competencies and training requirements include:
 - Sun Smart UVR (induction)
 - Hazardous Chemicals Awareness (induction)
 - Drugs & Alcohol Awareness (induction)
 - Environmental Hazards General Awareness (induction)
 - Hazardous Manual Tasks Awareness (induction)
 - Fatigue Awareness (annual)

ORGANISATIONAL VALUES

At the City of Norwood Payneham & St Peters, all staff are committed to improving the quality of services which are provided to the community. In order to ensure that we achieve this, we have embraced the *Business Excellence Framework* as a mechanism for implementing continuous improvement and as part of this we have adopted a set of Organisational Values and Community Well-Being Model.

The Organisational Values (which are summarised below) form an integral part of the Position & Person Description.

The Organisational Values are a shared set of values to assist in guiding staff behaviour in terms of how we interact with each other and the Elected Members, as well as how we treat people in our community as part of our day-to-day operations and service delivery.



COOK
POSITION & PERSON DESCRIPTION
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AGREEMENT

This Position & Person Description accurately reflects and describes the responsibilities, accountabilities, duties and skills required and the expected outputs and outcomes for the position of Cook.

APPROVED BY:

READ & AGREED TO BY:

Mario Barone PSM
CHIEF EXECUTIVE OFFICER

Insert Name of Incumbent.
COOK

Date

Date

Position & Person Descriptions form an important part of an integrated planning process to ensure that individual performance, and the required outputs and outcomes of each position within the organisation, align with the strategic and corporate directions of the Council as set out in the *CityPlan 2030: Shaping Our Future*. The *Organisational Values* are an integral component of the organisational culture and all staff are expected to perform their duties within the framework of the *Organisational Values*.