



Position Description

| | |
|-----------------|-----------------------------------|
| Position Title: | Cook - Casual Relief |
| Salary: | As per Award |
| Reports to: | Service Director, Early Childhood |

PERSON SPECIFICATION

Essential Criteria

- Certificate in Food Handling, Nutrition and Menu Planning or equivalent
- Knowledge of nutrition and dietary guidelines for children 0-5 years
- Knowledge of food safety guidelines
- Experience in commercial food preparation and/or as a cook in a long day care setting
- Time management and organisational skills
- Ability to plan menus and operate within a budget
- Demonstrated commitment to:
 - Occupational health and safety,
 - An inclusive curriculum,
 - Child protection, and
 - *Quality Improvement and Accreditation System.*

PRINCIPAL DUTIES AND RESPONSIBILITIES

Key Responsibility Areas

Service

- To work as part of a team in the provision of a high quality children's service
- To plan a menu, based on children's dietary needs, which is consistent with the Australian Dietary Guidelines and considers children's cultural and religious backgrounds, allergies and food intolerances and budgetary constraints
- To prepare and present varied and interesting meals for babies, toddlers and preschoolers

Occupational Health and Safety (OHS)

- To ensure a safe and hygienic work space, storing and preparing foods hygienically
- To adhere to the organisations OHS policy, procedures and rules, following safe work practices
- To provide a healthy and safe environment for children, families, staff and visitors
- To actively report and record incidents, accidents, injuries and hazards including defective equipment or problems you have with it
- To use anything which is provided in the interests of workplace health and safety appropriately and not misuse or interfere with it
- To participate in OHS activities such as inspections and evacuation drills as required from time to time
- To assist in the return to work process of any work colleagues following injury

Reporting

- To support the director in the day-to-day operation of the centre
- To be an active participant in the organisation's performance management and development system

Communication

- To openly and effectively communicate with staff, families and Illawarra Children's Services management
- To demonstrate a co-operative, professional relationship with all staff members and colleagues ensuring a smooth operating centre
- To follow all directives from Illawarra Children's Services management

Policy

- To be part of a team which demonstrates an inclusive approach in all interactions with families, children and staff
- To work co-operatively with the team in achieving the philosophy, aims and objectives of the centre and the organisation
- To operate within State regulations, Federal operational guidelines and policy
- To have a sound knowledge of and implement Illawarra Children's Services policies and procedures
- To be part of a team which achieves and maintains the principles of the *Quality Improvement and Accreditation System*

Maintenance

- To follow housekeeping practices which ensure smooth running of the service
- To actively interact with children at an age appropriate response

Other

- To perform and other duties as required by the Director and/or Area Manager or by Illawarra Children's Services management staff