

JOB DESCRIPTION FORM - COOK

Position Title:	Cook		
Service Location:	Saranna Early Childhood Education and Care Centre		
Program: (If applicable)		Hours:	TBA
Reporting to:	Centre Manager	Award Classification:	Level 3 Children's Service Award
Our Vision	Healthy, inclusive and harm-free communities		
Our Mission	An organisation that provides the highest quality services to make a positive and meaningful difference in the lives of people affected by alcohol and other drugs.		
Our Values	Empowerment, Diversity, Compassion, Integrity and Hope		
Cyrenian House values the uniqueness of individuals who may vary in many different ways, including race, ethnicity, culture, social class, gender, age, religious belief, sexual identity, mental and physical ability. <b style="color: red;">We celebrate and promote this diversity as a strength of our organisation.			
This position:			
To plan, order, cook and provide a nutritious and age appropriate daily menu for children from 6 weeks – 5 years. To ensure the implementation and monitoring of the Food Safety Program in line with laws and regulations ensuring the safe delivery of food to all children.			
Duties and Responsibilities:			
General:			
<ul style="list-style-type: none"> • Support, promote and work in accordance with the Vision, Mission and Values of Cyrenian House. • Participate as a valued team member promoting and contributing to a supportive team environment. • Provide support to and share expertise with other staff, students and volunteers. • Participate in staff meetings, supervision, training and team planning workshops. • Contribute to the development, implementation and evaluation of the service model. • Contribute to Cyrenian House continuous quality improvement processes. • Work in accordance with Cyrenian House Code of Conduct. • Be responsible for personal health and safety in the workplace and for complying with all Cyrenian House occupational safety and health policies and procedures, promoting and maintaining a safe and secure environment. • Contribute to and promote the implementation of the Standards on Culturally Secure Practice. • Other duties as required. 			

Food Safety Plan (FSP):

- Ensure all documents for the food safety FSP are filled out within the schedule required.
- Monthly agenda as per FSP is delivered during team meetings and documented in a timely manner and stored in the FSP file.
- FSP file to be kept organised and up to date for external auditing at all times.
- The cook is to stay up to date and current with any legislative changes that may affect the FSP.
- Ensure that the 'I'm alert' food safety training is no more than 6 months old.
- Ensure any new educators employed have been trained in 'I'm alert' food safety training and are actively being reviewed daily for any support required.
- Host Food safety plan audits, ensuring the required documentation is kept up to date, relevant and organised in a way that can be easily navigated through by auditor and or manager.

Food and Nutrition:

- Plan, order (within budget), prepare and cook nutritious and age appropriate meals and snacks for the children who attend the Saranna Early Childhood Education and Care Centre.
- Evaluate and review menus in collaboration with management, staff and families when needed.
- Ensure that each child's health/cultural needs are supported within the daily menu.
- Promote healthy eating and provide food and drinks that are nutritious and appropriate for each child.

Children's Health and Safety:

- Work with Centre management to support the Centre staff in appropriate practices in implementing the Food Safety Program.
- Ensure that effective hygiene practices are promoted and implemented in line with the Food Safety Program.
Take appropriate steps as necessary to control the spread of infectious diseases and illness.

Relationships with Children:

- Develop and maintain respectful and equitable relationships with each child.
- Ensure that interactions with each child are warm, responsive and build trusting relationships.
- Contribute to ensuring that the dignity and rights of every child are maintained at all times.

Collaboration with Families:

- Take account of families' preferences and requirements in relation to menu planning.
- Ensure that current information about the menu is display to families on a weekly basis in an appropriate location.

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Selection Criteria:

Essential competencies and experience:

- Demonstrated experience in planning, budgeting and preparing food in a childcare setting.
- Knowledge and understanding of food hygiene and the Food Safety program.
- Food safety training/certificate.
- Demonstrated ability to work autonomously as well as part of a team.
- Good interpersonal and communication skills, including the ability to relate well to children and their parents.
- Commitment to continuous quality improvement.

Desirable competencies and experience:

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Required Clearances:

- Full work rights.
- Current Working with Children's Check
- Current First Aid Certificate
- Current driver's License and reliable vehicle
- Current child protection training.

Please sign below to confirm you understand of the requirements of your role and return a signed copy to the Human Resource Department:

Name: _____

Signature: _____

Date: _____