

Summary information

Section	Kids' Early Learning	Directorate	City Living
Position grade	Band 1 Level 3 Grade 3	Position type	Permanent, full-time, part-time and casual
Reports to	Director Child Care	Direct reports	No
Approval limit	\$0	Release limit	\$0
Created/reviewed	November 2019	BCC number(s)	BCC837, 839, 860, 895, 908, 921, 929, 932, 942, 948, 959, 966, 978, 981, 993, 1002, 1006, 1015, 1021, 1029, 1045

1 Position purpose

- This position is responsible, in consultation with the Director, for ensuring the provision of nutritional meals to children attending the Centre
- Maintaining the cleanliness and organisation of food preparation and eating areas in accordance with National Food Safety Standards of Australia
- Act in accordance with the New South Wales Work Health Safety Act 2011, Work Health Safety Regulation 2017 and the Work Health and Safety Management (WHS) System.

2 Qualifications and experience

Essential

- Completion of an accredited course/s in nutrition, menu planning and safe food handling for cooks in Children's Services which meet requirements for cooks in child care centres under the *Education and Care Services National Law 2010* and *Education and Care Services National Regulations 2018*
- Working with Children Check number.

Desirable

- Experience in cooking for large numbers and be aware of dietary requirements of young children
- Certificate in commercial cookery
- Knowledge of applicable legislation/regulations
- Computer literate
- Demonstrated commitment to customer service
- Current class C driver's licence.

3 Authority

The incumbent has the authority to take any reasonable action that is consistent with the responsibilities of the position and to ensure the safe and efficient undertaking of work activities.

The incumbent's authority is subject to any limitation imposed by the management team, organisational policies, procedures and work instructions.

4 Key accountabilities

Position specific

- Prepare and serve meals and snacks allowing adequate preparation and cooking times so that meals are served on time and routines are adhered to
- Prepare menus in consultation with the Director, so that the nutritional and variety of needs of the children are met within the budgetary limits set
- Maintain a high standard of cleanliness throughout the kitchen and food storage areas so that health and hygiene of the children is maintained
- Order food, kitchen and cleaning requirements in consultation with the Director so that adequate and appropriate supplies are maintained.

Work health and safety (WHS)

- Implement, monitor and, or comply with councils WHS Management System, including but not limited to WHS Policies, Standard Operating Procedures, Risk Assessments/Work Instructions and associated system tools in their relevant work area.
- Adequately familiarise themselves with their WHS responsibilities and actively fulfill these as indicated in the WHS Responsibilities guideline WHS001.
- If this role is identified as a position with 'Chain of Responsibility' requirements, as defined by the *Heavy Vehicle National Law (HVNL)* and Regulations, you will, as far as reasonably practicable, ensure the safety of the vehicles transport activities. This is not limited to preventing breaches of mass, dimension, load, speed and fatigue laws and regulations.
- If this role is identified as a position which undertakes child-related work, as defined by the *Child Protection (Working With Children) Act 2012*, the *Child Protection (Working With Children) Regulation 2013* and the Office of the Children's Guardian, you will be required to maintain a current and valid Working with Children Check number, renewable every 5 years. In the event that there is any change to your Working with Children certificate clearance, you are obliged to report this to your Manager immediately
- WHS001 - Matrix is attached.

Corporate

- To commit to and embrace the objectives of Our Blacktown City 2036. Contributing within Council's staffing structure and program of works to deliver our corporate objectives and strategic vision.

Equal employment opportunity (EEO)

- Demonstrate appropriate knowledge of, and commitment to, EEO principles and anti-discrimination law in the workplace.

Environmental sustainability

- Act in accordance with the *Protection of the Environment Operations Act 1997*, the *New South Wales Local Government Act 1993* and seek to conserve and enhance our local environment, in consideration of Council's environmental sustainability policy through our work practices, programs and services.

5 Duties

- Prepare and serve all meals in the manner and at the time required by the Director

- Provide for individual dietary needs where practicable
- Ensure that all food is covered or stored in appropriate containers
- Clean up after preparation and serving of meals
- Maintain all kitchen equipment and fittings in a clean and hygienic state, including washing all utensils and crockery after meals
- Prepare weekly or monthly menus with reference to the nutritional, cultural and variety of needs, for the 0-5 year age group within the budgetary limits set
- Prepare orders for food and cleaning items, to be submitted to the Director, with reference to:
 - budgetary limitations
 - centre requirements
 - weekly or monthly menus
 - individual dietary requirements.
- Pack away food and cleaning supplies promptly after delivery
- Perform any housekeeping tasks as requested by the Director and as time allows
- Attend in service and educational activities as appropriate
- Maintain confidentiality regarding all personal information relating to staff, parents and children at the Centre
- Follow all policies, procedures and guidelines set down by Council or the Centre Director
- Attend regular staff meetings
- Perform any other duty which falls within the basic objectives of the position, as directed by the Centre Director or their delegate.

6 Performance criteria

As per Council's performance management system.

Acknowledgement and agreement	
Employee	Name _____
	Signature _____ Date _____
Supervisor	Name _____
	Signature _____ Date _____