



POSITION DESCRIPTION

POSITION TITLE:	Cook
PRIMARY LOCATION:	Warrnambool
AWARD & CLASSIFICATION:	Social, Community, Home Care and Disability Services Award. Social and Community employee Level 2; Pay Point dependant on experience. Salary Packaging in accordance with Public Benevolent Institutions applies.
REPORTS TO:	Centre Director – North Edge Early Learning
DIRECT REPORTS:	N/A
RISK ASSESSED CATEGORY:	Tier 1 – Frequent Contact

Organisational Context

North Edge Early Learning (NEEL) is an established day care and kindergarten in South West Victoria. With a staff of 25 full-time, part-time and casual employees looking after a maximum capacity of 103 children. At NEEL we value the contribution of every child and aim to make their time with us warm, safe and full of opportunities to grow and learn.

Primary Objectives

The centre Cook is responsible for the planning, preparation and serving of all food required for the centre. This position will work autonomously to provide a variety of nutritious, fun and culturally appropriate meals for all children at the centre.

Key Responsibilities and Accountabilities

Preparing & Cooking duties:

- Develop a rotating menu, in accordance with the center’s nutrition guidelines and Healthy Eating Advisory Service for all children, including children with allergies and intolerances
- Provide a variety of nutritious goods that are suitable for children aged 0 to 6
- Complete weekly ordering as per current menu
- Ensure budgets are maintained
- Ensure a high level of health & safety standards are adhered to at all times
- Ensure presentation of food is appealing and exciting for children

Stakeholder relationships:

- Demonstrate strong professional relationships with other staff members
- Demonstrate a high level of professionalism and conduct within the work place

Teamwork:

- Support and participate in all team meetings
- Demonstrate professional values and communicate appropriately internally and externally



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SKILLS AND BACKGROUND REQUIREMENTS

Required:

- Cert III Commercial Cookery (or equivalent)
- Certificate in Safe Food Handling
- Previous experience in a similar role
- Proven ability in all areas of cookery including menu planning, meeting nutritional guidelines and working within budgets
- Flexibility and a positive team attitude
- Demonstrated understanding of the Child Safety Standards and there application

Desirable:

- Previous experience working within a Childcare facility

Compliance:

- Satisfactory Police Records Check
- Working with Children's Check (employee)

SIGNATURES: We certify that the contents of this position description are a true and accurate reflection of this role:

Position holder:

Date: / /

Signature:

Supervisor:

Date: / /

Signature: