

Position Description

Title	COOK
Business Unit	Early Learning
Location	6 Melville Street Hobart ,Tasmania
Employment type	Casual
Reports to	Service Coordinator

About Uniting

Uniting Vic.Tas is the community services organisation of the Uniting Church. We've been supporting people and families for over 100 years. We work alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

We empower children, young people and families to learn and thrive. We're there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We're proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we work in solidarity with Aboriginal and Torres Strait Islander people as Australia's First Peoples and as the traditional owners and custodians of this land. We celebrate diversity and value the lived experience of people of every ethnicity, faith, age, disability, culture, language, gender identity, sex and sexual orientation. We welcome lesbian, gay, bisexual, transgender, gender diverse and non-binary, intersex, and queer (LGBTIQ+) people at our services. We pledge to provide inclusive and non-discriminatory services.

Our purpose: To inspire people, enliven communities and confront injustice

Our values: We are imaginative, respectful, compassionate and bold

1. Position purpose

The Cook will plan menus that are nutritionally balanced meals for children and will be responsible for preparing morning tea, lunch and afternoon tea. All food provided will take into account children with allergies, special diets and religious dietary requirements. The cook will ensure that all meals served are in accordance with Nutrition Australia, Eat Well and Legislative requirements.

2. Scope

Budget:

Nil

People:

Nil

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3. Relationships

Internal

List key internal relationships that this position has primary and regular day to interaction with

- Area Manager
- Service Coordinator
- Program Leaders
- Educators

External

- Parents
 - Health and Environmental Officer
 - Personnel Food Outlets
 - Nutritionist
-

4. Key responsibility areas

General

- Comply with all relevant legislation, early childhood regulations and all policies, procedures and work guidelines issued by the service
- Maintain the health and safety of themselves and others at all times
- Support the induction process when required
- Source and convey accurate information in a timely manner

Menu Planning and Food Preparation

- Prepare and cook nutritious meals that are culturally appropriate for children 0-6 years
- Prepare meals and snacks in a timely manner that fits the Service's routines
- To work with the Nominated Supervisor and staff to plan and prepare meals for the children including lunch, morning tea, taking into consideration:
 - Nutritional requirements of the age group
 - Cultural and religious differences
 - Additional needs of the individual child
 - Special needs of the 0 - 2 year olds
 - The labour, facilities and financial resources available
- Provide for/or supplement alternative foods/beverages for children with allergies or special food/dietary requirements
- Have knowledge and understanding of the nutritional standards set by the Australian Food and Beverage classification system
- Ensure that all food is stored in compliance with Health Regulations
- To evaluate the menu on a regular basis
- Display menu in a well-presented manner making sure that the current menu for 2 weeks is always available

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- Seek feedback from families and staff regarding the meals provided and adjust future menus incorporating ideas given
- Operates mixers, ovens, choppers, shredders, steamers, grills, grinders, steam kettles, fry kettles, and other food equipment
- Adjusts recipes to volume of demand

Purchasing Stock

- Co-ordinate with the Nominated Supervisor the purchasing of food and supplies
- To be aware of and assist in the management of the food budget including the choices of food and use of purchases
- To keep records of packing slips and order forms
- Source stock that is of quality and nutritional value for our children
- Organise purchase of ingredients, meat, fruit and vegetables to cater for each weeks menus

General House Keeping

- To maintain sanitary and inviting kitchen workspaces and eating areas
- Ensure food handling standards and quality guidelines are adhered to at all times
- To promote high quality health and safety for adults and children
- To assist with kitchen laundry as required
- Complete and file all checklists to ensure that proof of compliance is being maintained
- Record Fridge/Freezer Temperatures
- Ensure that all appliances are cleaned on a regular basis
- Ensure all serving trolleys and trays are cleaned on a regular basis
- To ensure the range hood fan is kept clean and free from dust, grime and dirt
- To ensure fridges and stove are regularly cleaned
- Ensure that all chemicals in the kitchen are stored in compliance with Health and Safety Legislation.
- Check menu for the next day and ensure meat is transferred to the fridge for thawing if required and supplies necessary to fulfill the menu is on hand
- To follow the daily routine of the kitchen as displayed
- To ensure adequate cleaning supplies are kept in the kitchen i.e. gloves, dishwashing liquid and washing detergent containers kept full and locked in cupboard

Program Involvement

- To provide assistance to the teaching teams regarding food and cooking experiences for children as required
- To involve children in kitchen activities as appropriate
- To be involved in special events which require preparation and/or organisation
- Any other duties specified by the Nominated Supervisor including professional development

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General Communication

- To demonstrate skills for effective communication with children/colleagues and families
- To demonstrate confidentiality, respect and trust
- To always follow the positive guidance strategies of the Service when communicating with the children
- To attend staff meetings as required

People and Teams

- Lead the team in leading practices and effective process governance of food safety
- Undertake regular supervision and performance review with line manager, providing feedback to promote collaborative working relationships
- Promote and maintain a positive, respectful and enthusiastic work environment
- Provide authentic skills and the highest level of professional conduct in alignment with Uniting's values.
- Attend training and maintain required qualifications and professional development.

Personal Accountability

- Compliance with Uniting's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
- Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us.
- Ensure appropriate use of resources.
- Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting's values and professional standards of behaviour.
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
- Identify opportunities to integrate and work collaboratively across teams.
- Take reasonable care for your own health and safety, and health and safety of others (to the extent required).
- Promote a positive safety culture by contributing to health and safety consultation and communication.
- Promptly respond to and report health and safety hazards, incidents and near misses to line management
- Attend mandatory training sessions (i.e. equal employment opportunity, health, and safety) and mandatory training specific to position.

5. Person specification

Qualifications

Required:

- Food Handling Certificate
- Clear Working with Vulnerable Persons Check
- Clear National Police Check

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Desired:

- Level 2 Food safety supervisor
- Certificate III Children's Services
- Certificate in food science
- Certificate in Cooking
- Current First Aid, CPR, Anaphylaxis, and Asthma certificates*

Experience

- Planning Nutritional Menus
- Cooking for large groups
- Desirable cooking experience within Education and Care Service

Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values
- **Relevant legislation:** ability to demonstrate food safety awareness and duty of care
- **Menu Planning:** ability to demonstrate knowledge relating to nutrition for children and menu planning that is effective and sustainable Budget
- **Allergy Awareness:** Demonstrate ability to cater for children with special dietary requirements
- **Kitchen Hygiene:** Demonstrate knowledge and understanding of Kitchen Hygiene
- **Program Involvement:** Identify how to include children's learning through kitchen/cooking

6. We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and relevant Working With Children Check (and NDIS Worker Screening Check where relevant) to your State prior to commencement of any paid or unpaid work and/or participation in any service or undertaking.

This position description is subject to review and may change in accordance with Uniting's operational, service and consumer requirements.

7. Acknowledgement

I have read, understood, and accepted the above Position Description

	Employee	Manager
Name:	<input type="text"/>	<input type="text"/>
Signature:	<input type="text"/>	<input type="text"/>
Date:	<input type="text"/>	<input type="text"/>