



<b>POSITION TITLE:</b>	Child Care Cook	<b>CLASSIFICATION:</b>	Casual <input type="checkbox"/> Part time <input type="checkbox"/> Full Time <input type="checkbox"/>
<b>SERVICE /FACILITY:</b>	St Nicholas Early Education	<b>LOCATION:</b>	St Nicholas Early Education (service)
<b>DIRECT REPORTS:</b>	Director		
<b>RELATIONSHIPS:</b>	<ul style="list-style-type: none"> <li>• General Operations Manager;</li> <li>• Operations Manager;</li> <li>• Director;</li> <li>• Staff and Educators;</li> <li>• Children, Parents and Community</li> </ul>		

### OVERALL POSITION OBJECTIVE:

- As a Child Care Cook at St Nicholas Early Education, your responsibility will be to plan and provide a balanced varied diet for the children attending St Nicholas
- This position's responsibilities will include:
- Comply with relevant legislation, early childhood regulations and all policies, procedures and work guidelines issued by St Nicholas
- Maintain a clean and healthy work environment;
- Plan a weekly menu for St Nicholas;
- Display menus on weekly basis;
- Order food and control stock management;
- Ensure complete familiarity with special dietary needs of the children, and keep an up to date list in the food preparation area;
- Comply with a high standard of cleanliness and hygiene practices at all time;
- Supervision of children when required;
- Assistance with washing and cleaning equipment and resources;
- Attend conscientiously to health and safety of each child;
- Adherence to and demonstration of effective knowledge of all WHS requirements and centre's specific WHS practices.

### ORGANISATIONAL ENVIRONMENT:

The Catholic Diocese of Maitland – Newcastle, led by Bishop William Wright, provides pastoral, social welfare and educational services for the community in the Newcastle, Lake Macquarie, Hunter and Manning.

St Nicholas Early Education centres are supported by the Early Education team at the Catholic Diocese of Maitland-Newcastle. Our organisation prides itself on core values of care and compassion, and offer assurance of quality management and practices throughout our centres.

We aim to provide an environment that recognises the value of family and developing secure, respectful and reciprocal relationships.

**QUALIFICATIONS REQUIRED:**

As per the Education and Care Services Qualifications guidelines, a qualified cook will need to hold a certificate showing they have successfully completed the Australian Qualification Framework (AQF) units of competency through a registered training organization in

- Menu planning
- Nutrition
- Safe food handling

**COMPETENCIES, SKILLS & EXPERIENCE REQUIRED:**

**Essential**

- Working with Children Check verification number;
- Menu Planning and Food handling qualification;
- Current First Aid Certificate
- Experience with food preparation and orders;
- Basic computer literacy;
- Excellent verbal communication skills;
- Child Protection Training;

**Desirable**

- A Qualification in Early Childhood Education
- Demonstrated understanding of:
  - National Quality Framework (NQF);
  - Early Years Learning Framework (EYLF);
  - Workplace Health and Safety issues.
- Anaphylaxis and Asthma Management training;
- Experience working with children;



## KEY ACCOUNTABILITIES

### KEY PERFORMANCE AREA: Menu planning and food preparation -

#### Key Tasks:

- To prepare and cook nutritious meals that are culturally appropriate for children 0-6 years
- Prepare meals and snacks in a timely manner that fits St Nicholas routines
- Menu planned is nutritious, balanced, culturally responsive and developed based on guidelines of 'Good for Kids, Good for Life' document.
- To work with the Director 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
- 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
- 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
- Co-ordinate with the Director 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
- Source stock that is of quality and nutritional value for our children

#### Performance Indicators:

- Meals prepared are served to rooms at correct temperatures and to allocated routine time for variety of age groups
- Appropriate for allocated budget, time constraints and skill level
- Menu is reviewed and updated regularly with daily and fortnightly menus displayed
- Regular temperature checks are completed and recorded of food items prepared and in storage
- Follows Centre's procedure for safe storage of food – following FIFO / LIFO procedures and stock rotation
- Regularly discusses food ordering, invoices and budgets with Director
- Places orders with appropriate suppliers in a timely manner and inspects quality upon delivery at Centre



## KEY PERFORMANCE AREA: Interaction with children

### Key Tasks:

- Involve children in cooking experiences (where appropriate) and support educators to follow interests of children in such experiences, food and nutrition
- Model, reinforces and implement healthy eating and nutrition practices
- Treat all children with respect and equality;
- Take into account children's cultural diversity and needs;
- Provide physical care, assisting children in toileting, dressing and meal times; and all of these opportunities are viewed as teachable moments;
- Form positive, comforting and nurturing relationships with children.

### Performance Indicators:

- Engages with children during daily routines
- Engages in experiences, conversations and routines to promote relaxed and enjoyable meal times – promoting healthy lifestyles and good nutrition

## KEY PERFORMANCE AREA: Interactions with parents

### Key Tasks:

- Communicate with parents about their child's dietary needs;
- Work in collaboration with parents to plan nutrition and culturally appropriate meals;
- Maintains confidentiality and respects cultural traditions of all families and children.
- Develop and maintain positive and respectful relationships with families;
- Create a safe, supportive and informative environment for families;
- Encourage families to contribute to the community of St Nicholas;

### Performance Indicators:

- Acknowledges parents' concerns about dietary requirements and endeavours to provide further information and support
- Seeks regular input/feedback about menu planning to learn about children's needs for food, likes and dislikes in relation to food and any culturally appropriate food needs
- Provide information for Centre newsletter / communication forums

## KEY PERFORMANCE AREA: Interactions with staff

### Key Tasks:

- Cooperates with fellow staff in regards to children's dietary requirements.
- Working with Educators when cooking and food activities are incorporated into the programme.
- Attend staff meeting and contribute ideas
- Listen to feedback and suggestions from other staff.



**Performance Indicators:**

- Actively seeks fellow staff/educator's feedback into menu planning and cooking experiences
- Listens to feedback and suggestions from other staff and deals with this in a constructive manner
- Regularly and actively participates in staff meetings – contributing thoughts and ideas and engaging in productive conversations and leads review of procedures for menu planning, ordering and budgets

**KEY PERFORMANCE AREA: WHS Policies and procedures****Key Tasks:**

- Knowledge of the MSDS and the regulatory responsibilities for storage and use of chemicals
- Is responsible for daily/weekly/monthly cleaning schedules of food preparation and storage areas
- Follow correct procedure on labels for mixing chemicals;
- Report hazards promptly to Director;
- Follow correct hygiene policies for handling food;
- Store items correctly in refrigerator ensuring the process of marking and time dating are completed.
- Label all food items correctly;
- Follow correct procedure for food temperature checks and documentation is completed.
- Pack away orders promptly and correctly

**Performance Indicators:**

- All chemicals used within food preparation area are used, mixed and stored correctly according to MSDS – posing no risk to themselves, staff members, children or contamination of food
- Evidence of and record kept of temperatures of food items upon delivery at Centre. All deliveries are inspected for quality and are packed away in correct storage areas in a timely manner
- Correctly adheres to hand hygiene practices – wearing of gloves and hand washing procedures at ALL required times
- Uniform worn is compliant with WHS standards and is clean and tidy
- Personal hygiene practices/presentations are of extremely high standard
- Engages in correct manual handling procedures at all times

**KEY PERFORMANCE AREA: Work Health and Safety****Key Tasks:**

- Knowledge of the MSDS and the regulatory responsibilities for storage and use of chemicals
- Is responsible for daily/weekly/monthly cleaning schedules of food preparation and storage areas
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- Report hazards promptly to Director;
- Follow correct hygiene policies for handling food;
- Store items correctly in refrigerator ensuring the process of marking and time dating are completed.
- Label all food items correctly;
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**KEY PERFORMANCE AREA: General responsibilities****Key Tasks:**

- Working in accordance with the requirements of the Children (Education and Care Services National Law Application) Bill 2010, Education and Care Services National Regulations and the National Quality Standard for Early Education and Care;
- Working in accordance with the Code of Ethics of the Early Childhood Australia
- Implementing St Nicholas' philosophy in undertaking all other duties;
- Working in accordance with the policies and associated procedures of St Nicholas;
- Provide ongoing support and assistance to other staff in all areas of St Nicholas operation.

**Performance Indicators:**

- Demonstrates sound understanding of policies and procedures and adheres to these
- Communicates well with staff at all times and provides guidance, assistance and feedback when necessary

**KEY PERFORMANCE AREA: Physical Environment Key****Key Tasks:**

- Maintain a clean and safe work environment;
- Report all workplace accidents and hazards to your supervisor. Implement immediate action for identified hazards if able to do so;
- Conduct daily and monthly workplace inspections and risk assessments and as per St Nicholas schedule.
- Assist St Nicholas to ensure environmental sustainability practices is embedded in all areas of the program;
- To ensure fridges, range hoods and stove are regularly cleaned
- To ensure adequate cleaning supplies are stored appropriately.

**Performance Indicators:**

- Reports ALL accidents and hazards to Director
- Evidence of embedded sustainability practices – procedures for recycling and minimising waste
- Food preparation area is kept clean and tidy at all times – preventing risk of cross contamination at any level
- Regularly checks/inspects equipment to ensure it is maintained and safe for use
- All cleaning products are stored appropriately, correctly and in sufficient supply

## KEY PERFORMANCE AREA: Staffing arrangements

### Key Tasks:

- Demonstrate St Nicholas code of conduct/code of ethics in all interactions and relationships at St Nicholas;
- Respect and support colleagues by developing positive and ethical channels of communication that are based on principles of mutual respect, equity and fairness;
- Be proactive in supporting a healthy team environment;
- Maintain professional and ethical standards at all times when dealing with families, educators and the children

### Performance Indicators:

- Acknowledges and respects ALL staff members
- Demonstrates and articulates understanding of the role and responsibilities
- Examples of contribution to staff morale, extra curricula events and sharing of resources and ideas

## KEY PERFORMANCE AREA: Leadership and Service

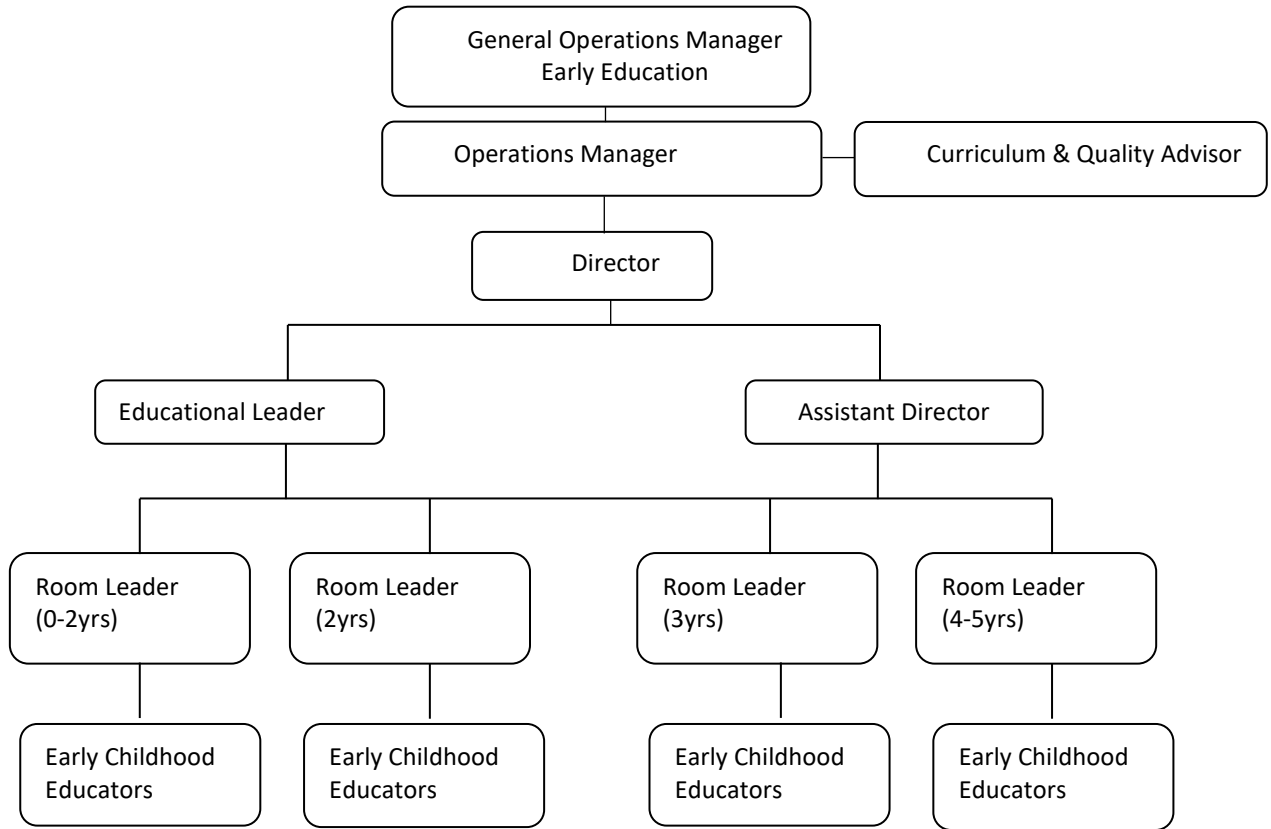
### Key Tasks:

- Participate in ongoing professional development and training programs.
- Ensure students on placement are positively welcomed, supported and assisted.
- Assist with administrative duties as requested;
- Ensure the Director is informed of any problem arising, which would affect the children, service approval or rating, regulatory and legal compliance or the smooth running of St Nicholas
- Advocate for children and their families;
- Be involved in St Nicholas *Quality Improvement Plan* and assist to implement this as directed;
  - Positively promote and market St Nicholas to families and the community

### Performance Indicators:

- Evidence of engagement in research/professional development to remain up to date and current with food handling/preparation legislative requirements
- Provides guidance and support to fellow staff and delegates tasks positively (where appropriate)
- Seeks clarification of information and advice from Director when dealing with difficult situations and deals with conflict resolution in an appropriate and timely manner
- Takes appropriate actions if policies and procedures are not being followed
- Examples of monthly contributions to QIP

**ORGANISATIONAL CHART FOR THIS POSITION**



**EMPLOYMENT CONDITIONS:**

**Performance Management:**

Performance agreement annually with appraisal and regular reviews.

**Reward & Recognition:**

Educational and development opportunities negotiated annually as per performance appraisal.

**OTHER RELEVANT INFORMATION:**

Occupants must:

- Abide by the laws of the Commonwealth of Australia and NSW and the policies of the Diocese.
- Any criminal or civil action taken against the occupant must be reported immediately to the Vice Chancellor - Administration;
- Take reasonable action to familiarise himself/herself with St Nicholas’s policies and procedures;
- Not take advantage of their role in the Diocese for personal gain;
- Take responsibility for their personal safety and the wellbeing of other employees, clients, contractors and other visitors to the Diocese; and
- Be familiar with, and observe, Diocesan policy and procedures as covered in your induction.

**I have read the above Position Description and understand my role and expectations with St Nicholas Early Education.**

**EMPLOYEE SIGNATURE:**

**DATE:**

