

# POSITION DESCRIPTION

## CENTRE COOK



**This document** is your roadmap to success. It is an important tool that supports your career and development at Cire and beyond. Our aim is to be clear about what you need to do to achieve success personally and professionally. We will describe the types of activities, tasks and responsibilities that shape your role, as well as showing you what it looks like when you have been successful. It is also important to understand that your behaviours, attitude and demonstration of Cire’s Values form part of your success.

### Organisation Profile

Cire Services Inc. is an advanced, community based, not for profit organisation. Cire operates a range of services to meet community needs through education and provision of services.

- We are a **Registered Training Organisation (RTO)** offering accredited, pre-accredited, work skills and leisure courses.
- Our **Community School**, a registered independent school, provides secondary curriculum to students in an alternative school environment.
- Cire **Early Learning** supports children’s services for long day care, pre-school programs, occasional care, vacation care and before and after school care.
- **Community Hubs**, bringing people together to connect, learn and contribute in their local community through social, education, recreational and support activities.

### Our Values



OVERVIEW	
Title	Centre Cook
Business Unit	Cire Early Learning
Department	Long Day Care
Reports To	Centre Director
Primary Location	Mt Evelyn
FTE	Casual
Award and Classification	Children’s Services Award 2010
Date Prepared	December 2022

POSITION PURPOSE	
The role of the Centre Cook is to plan and provide high quality, nutritious meals to the children being educated and care for at Cire. Families and children rely on the Centre Cook to ensure special dietary requirements are addressed and that meals and snacks are of high standard and appeal.	

PARAMETERS	
Direct Reports	None
Key Internal Stakeholders	Executive Manager Early Learning, Centre Director, Educators and staff

# POSITION DESCRIPTION

## CENTRE COOK



Key External Stakeholders	Children, families, suppliers, regulatory bodies
Key Challenges	<ol style="list-style-type: none"> <li>1. Maintaining a healthy and hygienic workspace and ensuring that external food audits receive a high rating</li> <li>2. Developing new and appealing recipes for the children in line with healthy eating guidelines</li> <li>3. Staying abreast of current knowledge relating to allergies and dietary requirements</li> </ol>

### QUALIFICATIONS AND CERTIFICATIONS

- First Aid training including CPR, Asthma and Anaphylaxis
- Current Working with Children Check
- Clear Police Check
- Clear Australian Right to Work Check
- Full Australian drivers licence

### KNOWLEDGE AND EXPERIENCE

- Food Safety Supervisor Certificate - preferable
- Qualification in hospitality - preferable

### CAPABILITIES

- A good understanding of Food Safety Standards and all legislative and regulatory requirements
- High level of customer service
- Excellent communication skills
- Basic to intermediate level computer skills and competent in use of the suite of Microsoft Office programs

YOUR AREAS	WHAT YOU DO	SUCCESS MEASURES
Leadership	<ul style="list-style-type: none"> <li>• Represent Cire in a positive manner and role model professional standards</li> <li>• Work effectively with stakeholders of all levels</li> <li>• Develop relationships which support families and to be a resource to families and staff in relation to nutrition, food handling, safety and storage</li> <li>• Actively seek the involvement of children and families in menu planning and provide recipes to parents as requested</li> <li>• Participate in ongoing professional development</li> <li>• Participate in regular staff meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Positive feedback from families</li> <li>• Positive feedback from colleagues and stakeholders</li> <li>• Active participation is seen by the Director</li> </ul>
Operational	<ul style="list-style-type: none"> <li>• Provide high quality, safe and nutritious meals to the children of the Centre</li> </ul>	<ul style="list-style-type: none"> <li>• Achieve 100% positive and compliant results for all external food audits</li> </ul>

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## CENTRE COOK



YOUR AREAS	WHAT YOU DO	SUCCESS MEASURES
	<ul style="list-style-type: none"> <li>• Participate in food audits both internal and external</li> <li>• Maintain a high level of cleanliness and hygiene in the kitchen at all times</li> <li>• Support a friendly, secure and stimulating interactive learning environment by teaching the children and sharing knowledge</li> <li>• Create a 3-week rotational menu that considers nutritional requirements of young children and ensure recipes are provided and available for all items on the menu</li> <li>• Periodically and seasonally review the menu in consultation with the Director</li> <li>• Ensure complete familiarity with allergies and special dietary needs of the children within the Service</li> <li>• Effectively manage the kitchen including, planning, cleaning and stock management</li> </ul>	<ul style="list-style-type: none"> <li>• The kitchen is clean and hygienic at all times</li> <li>• New menus are developed on time and approved by the Director and Executive Manager</li> <li>• Zero allergic reactions due to mismanagement of food or lack of awareness of recorded allergies</li> <li>• All dietary requirements are met</li> <li>• Stock is managed effectively</li> </ul>
Compliance	<ul style="list-style-type: none"> <li>• Have a good understanding of the Centre's Food Safety Program and ensure adherence to all requirements as documented</li> <li>• Review the Food Safety Plan in consultation with the Director and Executive Manager of Family and Children's Services annually to ensure that it is up to date and in accordance with legislative and regulatory requirements</li> <li>• Understand and implement Cire's Policies and Procedures including the Food Safety Policy and the Food, Nutrition and Beverage Policy</li> <li>• Ensure that the menu is displayed and followed in line with the requirements of the National Education and Care Service Amended Regulations 2017</li> <li>• Ensure that accurate completion of all documentation for the Food Safety Program including the cleaning checklist, internal audits etc.</li> <li>• Uphold Cire Child Safety Policy and procedures</li> <li>• Work within all regulatory frameworks</li> </ul>	<ul style="list-style-type: none"> <li>• All legislation, policies and procedures are regularly read, understood and implemented into practice</li> </ul>

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YOUR AREAS	WHAT YOU DO	SUCCESS MEASURES
Financial	<ul style="list-style-type: none"> <li>• Create a menu that meets the Centre's budget</li> <li>• Follow purchasing procedures</li> <li>• Respect and follow financial processes</li> <li>• Appropriate planning and ordering of the fresh foods and supplies required for the menu whilst working within the allocated budget</li> </ul>	<ul style="list-style-type: none"> <li>• All meals are within budget while maintaining health, appeal and nutrition</li> <li>• Ordering is well organised and within required time frames</li> <li>• Procedures are followed at all times</li> </ul>
Values	<ul style="list-style-type: none"> <li>• Demonstrate and work with:</li> <li>• Integrity;</li> <li>• Respect; and</li> <li>• Quality</li> </ul>	<ul style="list-style-type: none"> <li>• We do what we say, and we stay true to our values and commitments</li> <li>• We respect those in our communities and we actively seek to engage all stakeholders so that we can deliver on what we promise</li> <li>• We focus on providing high quality services across all aspects of our organisation</li> </ul>
OH&S	<ul style="list-style-type: none"> <li>• Understand Worksafe requirements and act responsibility</li> <li>• Comply with OH&amp;S standards and responsibilities</li> <li>• Report hazards and incidents immediately or within 24 hours at the latest</li> <li>• Regularly check the workplace for safety</li> <li>• Ensure other employees are operating safely, and address unsafe practices.</li> </ul>	<ul style="list-style-type: none"> <li>• Workplace incidents and hazards are addressed within the required timeframes.</li> <li>• You operate safely at all times.</li> </ul>
Ad hoc	<ul style="list-style-type: none"> <li>• Other duties and projects as reasonably directed from time to time</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrated flexibility and adaptability to ad hoc requirements</li> </ul>

I confirm that I have read and understand my requirements, accountabilities and outcomes as outlined in this Position Description.

I understand that my Performance and Success Review will assess the Success Measures included in this Position Description.

\_\_\_\_\_  
Employee name

\_\_\_\_\_  
Employee Signature

Date: