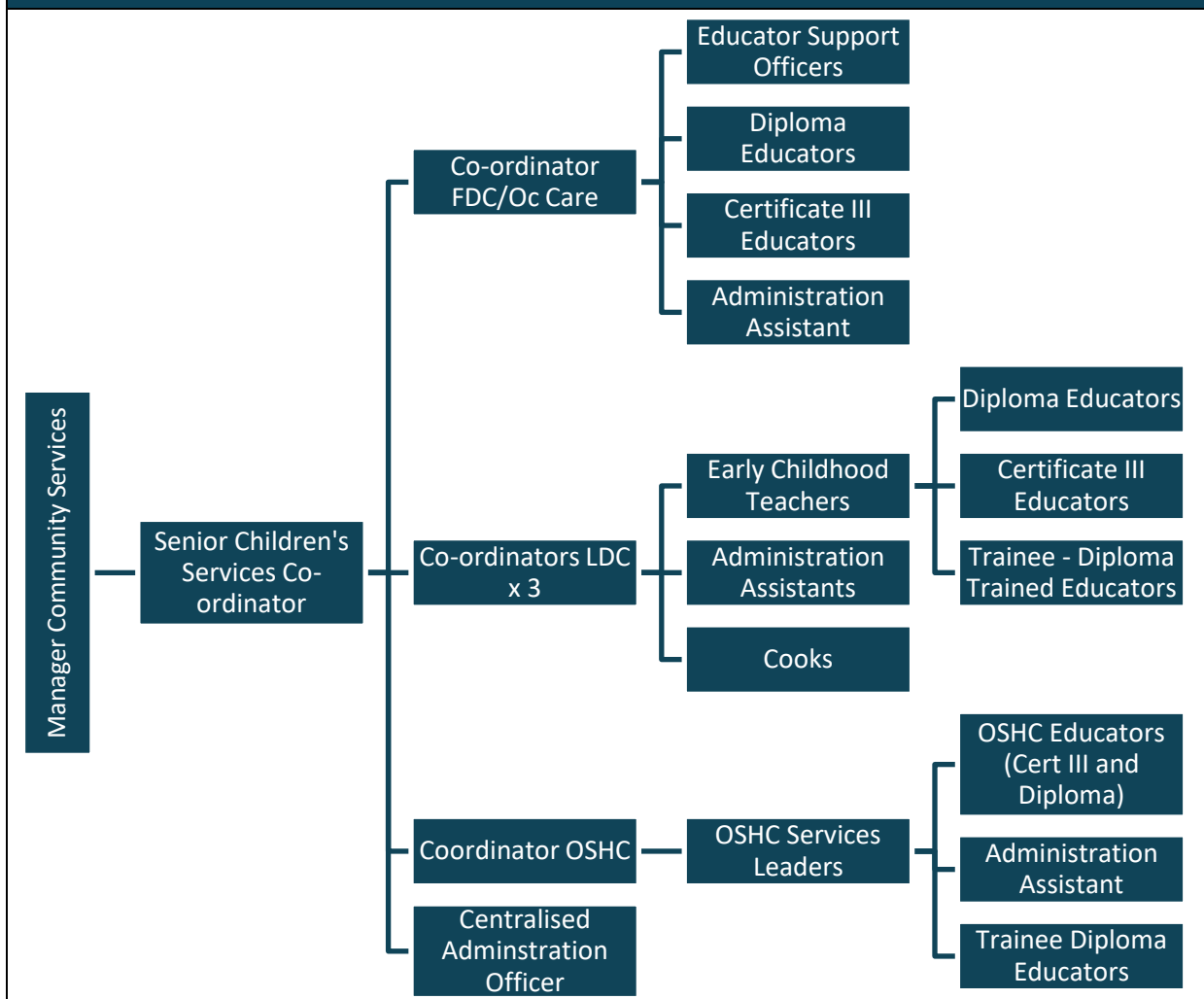


Position Title:	Cook - Long Day Care
Position Number:	4018, 4029, 4039
Division:	Community Recreation and Cultural Services
Section:	Community Services
Grade:	3
Delegations:	As allocated in the Delegations Register
Position FTE Hours:	38

Primary Purpose

- To plan for and provide nutritious, varied meals, including snacks for children attending the education and care service within a set budget, considering the dietary and cultural requirements, Food Safety Standards, and Work Health and Safety Standards
- To ensure all aspects of the preparation area meet standards and service requirements
- To advise and support management in regard to all aspects of the preparation and provision of food for young children

Sectional Structure



Selection Criteria

Qualifications/Licences

- Appropriate Food, Safety and Nutrition qualifications through a recognised training organisation
- Food Safety Supervisors Certificate
- First Aid Certificate
- Current Working With Children Check clearance
- Current Class C Drivers Licence

Skills and Experience

- Professional experience in development of a menu and preparation and delivery of meals
- Demonstrated sound knowledge of nutritional requirements
- Proven ability to work in an unsupervised work environment
- Proven ability to meet deadlines and prioritisation of workload
- Demonstrated well developed communication skills, with the ability to deal with customers both on the telephone and face to face
- Demonstrated ability to model Council's key values and desired behaviours

Key Accountabilities/Duties

- Preparing and delivering meals and snacks that are acceptable to children considering age, dietary requirements, cultural requirements, anaphylaxis and food allergies
- Ensuring that the menus planned include the required food groups and consider cultural differences by communicating with parents and maintaining an understanding of nutritional requirements and current standards.
- Ensuring compliance with Food Safety Standards, the National Quality Framework and National Quality Standards, Work Health and Safety, Children's Services Policies and Procedures, Licensing standards and Code of Conduct.
- Plan in advance monthly menu in consultation with the Coordinator
- Plan, order and purchase all necessary food requirements on a regular basis and within the budget allocated.
- Assist educators at mealtimes with the babies and children when required
- Ensure the kitchen area is always clean and meets health and safety standards
- Develop a positive relationship with, and encourage communication between, parents and educators. Share information with the family relating to their child.
- Assist in the maintenance of a high standard of hygiene and cleanliness at the service.
- Undertake training, maintain professional development, participate in networking opportunities, and attend staff and parent meetings when appropriate
- Maintain equipment in good working order
- Contribute to the Parent Newsletter when required
- Comply with Council's Child Safe Policy and Code of Conduct, relevant policies and procedures, values and behaviours, and work health and safety responsibilities, as amended from time to time

Position Capabilities	
<p>The Orange City Council Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in our council. The full information regarding these Capabilities is available here. The focus capabilities for this position are:</p>	
Group	Capability
Personal Attributes	<p>Manage Self - Foundational "Does it" <i>Show drive and motivation, an awareness of strengths and weaknesses, and a commitment to learning.</i></p> <ul style="list-style-type: none"> • Checks understanding of own role within the team • Proactively seeks instruction and guidance • Approaches work tasks with energy and enthusiasm • Stays up to date with knowledge, training and accreditation in relevant skills areas • Is willing to learn and apply new skills • Learns from mistakes and the feedback of others
	<p>Ownership - Foundational "Does it" <i>Take responsibility and ownership of work and delivering to quality standards.</i> <i>Takes responsibility for own actions</i></p> <ul style="list-style-type: none"> • Completes tasks he/she has agreed to on time • Is aware of the decisions that need to be referred to a manager or supervisor and acts accordingly
Relationships	<p>Communicate and Engage - Foundational "Does it" <i>Communicate clearly and respectfully, listen, and encourage input from others.</i></p> <ul style="list-style-type: none"> • Speaks at an appropriate pace and volume • Uses appropriate body language and facial expressions • Explains things clearly • Allows others time to speak • Shows sensitivity to cultural, religious and other individual differences when interacting with others
	<p>Team Work - Foundational "Does it" <i>Be a respectful, inclusive and reliable team member, collaborate with others, and value diversity.</i></p> <ul style="list-style-type: none"> • Keeps team and supervisor informed of what he/she is working on • Shares knowledge and information with team members and other staff • Offers to help colleagues and takes on additional tasks when workloads are high • Is aware of the wellbeing of co-workers and provides support as appropriate • Is open to input from people with different experiences, perspectives and beliefs
Results	<p>Plan and Prioritise - Foundational "Does it" <i>Plan and organise work in line with organisational goals, and adjust to changing priorities.</i></p> <ul style="list-style-type: none"> • Understands team objectives and own contribution • Plans and organises own work tasks • Asks when unsure about the relative priority of allocated tasks • Manages time appropriately and re-prioritises as required • Identifies and informs supervisor of issues that may impact on completion of tasks
Technical	<p>Health, Safety and Environment - Foundational "Does it" <i>Identifying and/or preventing health and safety risks to self and others. Planning and delivering work that considers the environment.</i></p> <ul style="list-style-type: none"> • Consistently displays safe working behaviour • Speaks up when something is unsafe • Follows health and safety policies and procedures • Participates in safety discussions • Implement environmental controls as applicable

Corporate Values

As a values-based organisation, Council demonstrates its values through workplace behaviours. These behaviours provide a framework for staff to model behaviour across the organisation. Underpinning the behaviours is the Orange City Council Code of Conduct.

Council's corporate values are listed below:

- **Respect** – is honest and respectful towards others and works as part of a team
- **Ownership** - takes responsibility for actions
- **High Performance** - pursues performance excellence and continually looks for improvement
- **Customer Focus** - demonstrates a customer focused approach towards internal and external customers
- **Safety** - works safely, in accordance with Council's Work Health and Safety policy and procedures
- **Diversity** – Champion a diverse and inclusive workplace
- **Leadership** – Council encourages all its employees to lead by example and role model our values. Leaders also need to ensure they provide constructive feedback and encourage high performance by coaching, developing, recognising and managing people effectively

Work Health and Safety Responsibilities

All employees are responsible for Work Health and Safety (WHS) for Orange City Council and their duties include:

- Complying with Council's WHS policies and procedures
- Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others
- Reporting any potential hazards, incidents or injuries to their Supervisor and Human Resources within 48 hours
- Participating in any applicable WHS consultation arrangements
- Complying with any Return to Work Plan if injured and supporting rehabilitation in the workplace
- Correctly using all personal protective equipment
- Complying with emergency and evacuation procedures and site rules if applicable
- For Managers, Supervisors, Team Leaders you have additional WHS responsibilities as defined in the Orange City Council Work Health and Safety Management Policy (OP 84)

General

- The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.
- Local Government (State) Award conditions apply to all entitlements.
- The Position Description links to the overall organisational Delivery/Operational Plan which ties into an employees' key performance indicators (KPIs) as part of their annual performance review.
- Position descriptions may be amended from time to time in accordance with business needs and in consultation with the incumbent of the position.

I acknowledge that I have read and understood the duties, responsibilities and delegations of the position as outlined in the above Position Description

Name of Employee:	
Signed by Employee:	
Date Signed:	