

Job Description – Childcare Service Cook

Quality Area 4: Staffing arrangements

Standard 4.1: Staffing arrangements enhance children’s learning and development and ensure their safety and wellbeing.

Standard 4.2: Educators, coordinators and staff are respectful and ethical.

Position:	Childcare Service Cook
Reports to:	Nominated Supervisor
Qualifications:	Minimum of Certificate II in Hospitality Current Working with Children’s card Current Provide and emergency first aid response in an education and care setting HLTAID004 Current Provide cardiopulmonary resuscitation HLTAID001 Food safety level 1 (food handling) Proof of current child protection Anaphylaxis and asthma training
Award:	Children’s Services award 2010 level 1-3 depending on training and experience on the floor.
Salary Range:	As per award determination based on years and qualification
Hours of work:	Permanent shifts that are determined by management as stated in contract.
Rosters:	Rosters will be sent out weekly via email and all rosters need to be confirmed by return email. Rosters can change up to 48 hours before dependant on children numbers.
Appointment:	To always adhere to the Education and Care Services National Regulations under the Education and Care Services National Law, child protection regulations as well as the policies, goals and philosophy of the service. To uphold the ‘National Quality Framework’ and ‘National Quality Standards’ as per the ‘KEKECO CHILDCARE PTY. LTD.s’ Philosophy, goals, policies and procedures. To follow the KEKECO CHILDCARE PTY. LTD. Food Safety Program at all times and provide a variety of menus and recipes for the children to enjoy throughout the day.
Introduction:	This Position Description and associated information should not be considered as Comprehensive, complete and/or exhaustive in its description of responsibilities, criteria or outcomes. It is indicative only of the position. The incumbent can and will be asked to undertake duties within their competencies, skills, abilities and training that may not be necessarily mentioned in this document. The position incumbent should be aware that their position within Centre is dynamic.

Continuing development, change and improvement of processes, practices, knowledge, skills and behaviours is highlighted and expected by KEKECO CHILDCARE PTY. LTD.

People and jobs evolve and develop and this Position Description is intended to facilitate this (as a living document) and the incumbent's involvement in this process is a critical element.

Responsibility

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 34% sitting, squatting and bending to child's level, 33% walking and running, and 33% standing. The job is performed under some temperature extremes and some hazardous conditions. WHS officer, all relevant documentation or communication needs to go directly through her.

Cleaning is required throughout the day, duties include vacuuming, sweeping, mopping, cleaning toilets both children's and staff toilets, gardening, blowing the yards, washing windows, walls, window sills etc. Some days can be a day of cleaning if numbers are low and you are rostered on.

Company Structure within KEKECO CHILDCARE PTY. LTD.

Please refer to Company structure flow chart within your Centre.

Reporting Relationships: REPORTS TO: Centre Director

Delegations: Direct room educators and relieving educators.

Communications:

Internal

- Room leader
- Centre Educators.
- Management.
- Educational Leader
- WHS officer

External

- Parents / Families.

Professional Development:

KEKECO CHILDCARE PTY. LTD mandatory professional training as per scheduled by educational leader on task:

- Staff meetings
- Healthy eating training
- Training plans
- Individual performance meetings
- Educators appraisals
- To participate in professional development as required

Objectives

- To provide a healthy, balanced, varied diet for the children attending the Service
- Promote a positive and responsive environment for the children, their families and staff
- Meet all requirements and standards indicated in the National Quality Framework

Responsibilities

General:

- Comply with all relevant legislation, early childhood regulations and all policies, procedures and work guidelines issued by KEKECO CHILDCARE PTY.LTD.
- 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, afternoon tea and snacks 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
 - Smiles for Miles program
 - Victorian Achievement program
- 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 season menu 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

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

Maintenance

- To follow the daily routine of the kitchen as displayed
- To ensure fridges and stove are regularly cleaned
- To ensure adequate cleaning supplies are kept in the kitchen i.e. Dishwashing liquid and washing detergent containers kept full and locked in cupboard
- To ensure all serving trays are cleaned on a regular basis
- To ensure the range hood fan is kept clean and free from dust and dirt

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 and you are following the KEKECO CHILDCARE PTY.LTD. Food Safety Program.
- To promote high quality health and safety for adults and children
- To perform laundry duties in relation to kitchen articles and assist in other laundry duties of the Service
- Complete and file all checklists to ensure that proof of compliance is being maintained
- Ensure that all appliances are cleaned on a regular basis
- Ensure all serving trolleys and trays are cleaned on a regular basis
- Ensure that all chemicals in the kitchen are stored in compliance with Occupational Health and Safety
- 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

Programming Involvement

- To provide assistance to the teaching team regarding food and cooking experiences for children
- To be involved in special events which require preparation and/or organization eg Art Show and Christmas parties sand graduation.
- To involve children in kitchen activities as appropriate

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 monthly staff meetings

And any other lawful duties as appointed from time to time by the Educational Leader, Centre Director or Approved Provider.

I HAVE READ AND UNDERSTAND THE CONTENTS OF THE JOB DESCRIPTION

(Print Full Name)

(Signature)

(Date)

(Nominated Supervisor)

(Signature)

(Date)

