

Position Description

Position Title: Cook

Reporting to: Assistant Coordinator, Centre Coordinator

Qualifications:

- Current Food Safety Training (renew annually). <https://www.imalert.com.au/foodsafety/>
- Current Food Allergy Training (renew annually) <https://foodallergytraining.org.au>
- Current Working with Children Check (renew every three years).

Responsibilities and Duties.

Key Duties-

- To provide a healthy, balanced, varied diet for the children attending the service.
- To meet all requirements and standards indicated in the National Quality Framework.
- Ensure all practices are performed within the best interests for the sound financial status of the business. KPIs and financial targets should be met as required.

General-

- Comply with all relevant legislation, early childhood regulations and all policies, procedures and work guidelines issued by Keiki Early Learning.
- Maintain the health and safety of yourself and others at all times.
- Support the induction and orientation process when required.
- Source and convey accurate information as requested by the Centre Coordinator in a timely manner.
- Each month actively review and maintain the Food Safety Program at all times.
- Demonstrate the ability to read food nutritional panels and ingredients lists on products.
- Demonstrate an understanding of special dietary requirements relating to allergies, intolerance, and medical conditions.
- Respect and provide support and inclusion for all children, regardless of gender, cultural background or socio-economic status.
- Be aware of each child and their health, medical and cultural requirements and needs, in particular medical conditions and allergies.
- Act as a positive role model, demonstrating appropriate behaviour and language.
- Communicate with the children in an open manner.
- Follow Keiki's Professional Code of Conduct (available on SharePoint) to guide all interactions with families.
- Respect the confidentiality of all information about a child; any concerns should firstly be discussed with the Centre Coordinator.
- Be familiar with all families; greet all families on a friendly and personal basis. This will ensure mutual trust and open communication.
- Attend family events held at the service.
- Ensure that all information regarding children enrolled at Keiki Early Learning and their families is confidential.
- Assist all staff in meeting the needs, supervision, health and safety of all children.
- Work as a team, throughout the service. Following the Professional Practice Policy (available on SharePoint)
- Participate in the service's performance appraisals and staff reflection activities.
- Participate in professional development activities.
- Be familiar with the Grievance Policy (on SharePoint) and aim to discuss any concerns or incidents to the Centre Coordinator for further support.
- Develop a working relationship with colleagues to ensure the effective operation of the service.
- Attend staff meetings when required.

- Ensure that you are ready to start and on time for your rostered shift, that breaks are taken at the correct time for the correct length to aid in consistency throughout the day.
- Encourage and maintain effective communication between yourself, colleagues and families.
- Be aware of your responsibilities in regards to Child Protection legislation.
- Always maintain confidentiality and adhere to the service's policies and the Code of Ethics (Early Childhood Australia Inc.).
- Gain an understanding of the service's Quality Improvement and self-assessment procedures and participate when requested.
- And any other duties, as specified by the Centre Coordinator, General Manager of Operations and Employment and the Owner.

Menu Planning and Food Preparation-

- Know, understand and follow the Food Safety Program at all times.
- Prepare and cook nutritious meals that are culturally appropriate for children enrolled at the service.
- Prepare meals and snacks in a timely manner that fits the children's routines.
- To work with the Centre Coordinator and educators to plan and prepare meals for the children including lunch, morning tea, afternoon tea, taking into consideration;
 - Nutritional requirements of the age group
 - Cultural and religious differences
 - Additional dietary and/or medical 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.
- Demonstrate a high level of understanding regarding food handling and cross-contamination risks when preparing food for allergies and intolerances.
- 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.
- Ensure all food is heated and cooled in compliance with Health Regulations.
- Evaluate and critically reflect on the menu on a regular basis.
- Display menu in a well-presented manner making sure that the current menu is always available for families to see.
- Seek feedback from families and staff members regarding the meals provided and adjust future menus incorporating ideas received.
- Safely operate all equipment within the kitchen, including but not limited to mixers, ovens, choppers, shredders, steamers, grills, grinders, steam kettles, fry kettles, and other food equipment.
- Adjust recipes to the demand of different volumes.
- Be flexible if there is a special event or cultural day.

Purchasing Stock-

- Coordinate the purchasing of food and supplies within the budget set for you.
- To keep records of receipts, packing slips and order forms, as per Food Safety Program.
- Source quality and seasonal (where possible) stock that is of nutritional value for our children.

Maintenance-

- Follow the responsibilities and duties required in the Food Safety Program, including but not limited to:
 - General and daily cleaning
 - Food temperature checks
 - Cleaning freezers and refrigerators

- Temperature checks of fridges and freezers
- Ensure adequate cleaning supplies are kept in the kitchen in a locked cupboard with Safety Data Sheets: i.e. Dishwashing liquid, dishwasher chemicals etc.
- Ensure all crockery, cutlery, serving trays and cooking equipment are cleaned after each meal/snack.

House Keeping-

- Maintain sanitary and inviting kitchen workspaces and eating areas at all times.
- Regularly empty bins to deter insects and vermin.
- 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 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 after each and every use.
- Ensure all serving trolleys and trays are cleaned after each and every use.
- Ensure that all chemicals in the kitchen are stored in compliance with WHS guidelines.
- 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 are available.

Programing 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 of food and/or beverages.
- To involve children in kitchen activities as appropriate.

Key Performance Indicators

(expected work standard)

- Follow the Food Safety Program (FSP) at all times and maintain the requirements listed within the FSP, including the review.
- Maintain Food Safety and Allergy Awareness Training by renewing annually or as required.
- Knowledge, understanding and compliance of service Philosophy, Policies and Procedures ensuring they guide your daily practice.
- Knowledge, understanding and compliance of Early Education and Care National Law and Regulations.
- Knowledge, understanding and compliance of your obligations under Child Protection Legislation.
- Thorough knowledge and understanding of special dietary considerations and individual children's cultural needs.
- Demonstrated high levels of written, verbal and interpersonal communication skills.
- Respond to children in a caring and supportive manner at all times.
- Respond to families in a welcoming and friendly manner at all times.
- Deep understanding and high-level abilities to plan, prioritise and organise menus and budgets.
- An ability to complete work in set time frames.
- An ability to order fresh and pantry ingredients within a budget, without the need for regular visits to the store.
- Review menu in conjunction with feedback from children, educators and families, ensuring to meet requirements as set by the Dietary Guidelines.

- Maintain children’s health and safety at all times by adhering to dietary requirements of each child, following food safety measures and the FSP.
- Demonstrate and role model appropriate behaviour by working well within your team and treating all colleagues with respect.
- Display a commitment to learning and be proactive in accessing professional learning opportunities.
- A demonstrated effort to continue develop your critical reflection skills.
- Participation in the educational program, sharing your knowledge and expertise regarding cooking and preparing healthy foods and nutritious meals.

For more information about the Children’s Services Award (2010) [CLICK HERE](#). Each service has a copy of the Award available for all employees.