

Position Description

POSITION DETAILS	
Date of PD	September 2015
Position Title	Childcare Cook
Position Grade	5
Directorate Business Unit	Community Services Social & Community Services
Reports to	Early Childhood Development Coordinator
Physical Requirements Category	Category 2- Field Role with considerable Physical Requirements

POSITION OVERVIEW

KEY ACCOUNTABILITIES

- Plan nutritional menus for children including multicultural meals and special dietary requirements that take into account 50% of the daily-recommended intake, for evaluation by the Coordinator in compliance with the Department of Health recommendations.
- Plan a rotational menu within budget requirements.
- Prepare all meals and snacks.
- Prepare suitable meals for babies aged 6 weeks to 12 months.
- Order food supplies within budget.
- Maintain a hygienic kitchen/equipment in accordance with the statutory requirements.
- Display the weekly menu for parents to view.
- Attend staff meetings and staff development sessions outside normal working hours as required.
- Work directly with the children if required.
- Work at other Council Childcare Centres as required.
- Ensure EEO, OH&S and the principles for a culturally diverse society and Council policies are complied with at all times
- Contribute to improved customer service and organisational effectiveness, by acting ethically, honesty and with fairness.

Knowledge

Qualifications

- Completed training in food safety, nutrition and menu planning.

Experience

- Experience in providing multi-cultural dishes.
- Demonstrated ability to work within a set budget.

Competencies

- Solid working knowledge of Occupational Health & Safety issues.
- Ability to work at other Council Childcare Centres as required.
- Well-developed ability to cater for special dietary requirements.
- Highly developed ability to maintain a safe and hygienic food preparation area.

Desirable

- Previous experience cooking in a long day care centre for children aged 0-5.
- Current First Aid Certificate.
- Well-developed team working skills.

Acknowledgement:

I, ... acknowledge that I have read and understood the above position description and have been given a personal copy.

Signatures:

Employee's Signature..... Date:

Manager's Signature..... Date: