

## Position Description

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<b>Title:</b>	Cook
<b>Location:</b>	Goodstart Early Learning Centres
<b>Reports to:</b>	Centre Director
<b>Direct Reports:</b>	Nil
<b>Internal Customers:</b>	Area Manager Food Licensing Support Officer State Manager Regional Human Resources Team
<b>External Stakeholders:</b>	Parents Childcare related Government Departments/Agencies

## Role Summary

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This role is responsible for the delivery of support and services in respect of:

- Carrying out the preparation of food for the children in the Centre;
- Supporting the health and wellbeing of the children through the planning and preparation of nutritious meals and snacks;
- Ordering and purchasing supplies in consultation with Centre Director; and
- Working as part of a team to create a safe, caring and educational place for children.

## Duties, Responsibilities

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### 1. Menu Planning

- Implement the menu on a weekly basis; with four week rotations, taking into consideration Goodstart's Food and Nutrition policy.
- Consult with families and guardians regarding their children's special diets, foods and allergies.
- Communicate with Room Leaders in regards to particular diets for children in their rooms.

### 2. Meal Provision

- Organise orders for buying bulk food, as well as weekly and daily shopping for fresh food.
- Be responsible for maintaining and ordering kitchen supplies.
- Prepare relevant meals and snacks during the day.
- Assist other staff with serving and clearing away after meals.

### 3. Food Safety

- Check the accuracy and freshness of food deliveries made to the centre and ensure all foods are stored correctly (as per Food Safety Plan).
- Complete records as per Food Safety Plan.
- Adhere to and implement Goodstart's Food and Nutrition Policy as well as adhering to food safety standards at all times and working within the "Safety for Food Handlers" guidelines.

- Maintain all records and safety checks regarding food temperatures and monitoring records of all kitchen equipment as per Food Safety Plan.
- Be present during the External Kitchen Audit and where possible remain at the centre during Council Inspections.
- Liaise with the Food Licensing Support Officer as required.
- Ensure the kitchen environment and equipment is maintained with the highest regard to cleanliness and safety.

#### **4. Team Participation**

- Maintain professionalism and rapport with Centre Director and other centre personnel.
- Work with colleagues in a spirit of cooperation to maintain and continuously improve the standard of service.
- Be willing to attend in-service courses where appropriate and staff meetings
- Organise and prepare cooking activities with children.
- Carry out other duties as requested by the Centre Director.

#### **5. Health and Safety**

- Take reasonable care of self and others
- Adhere to Health and Safety policies and procedures at all times.
- Report any incidents or hazards at work to their manager in line with GoodStart's Health and Safety procedures.
- Utilise any Personal Protective Equipment or clothing provided to protect their health and safety while at work.
- Participate in Health and Safety Training and mandatory training such as Emergency Management Training.

#### **6. Compliance**

- Carry out tasks in accordance with GoodStart's policies and procedures.
- Ensure confidentiality of company information and records at all times.

## **Behavioural Competencies**

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### **1. Business Comprehension**

Has basic understanding of company structure and operating practices. Displays awareness of own contribution to operating efficiency of centre.

### **2. Communication**

Is able to exchange basic information in a courteous and effective manner to peers, line managers and customers (parents).

### **3. Planning, Organising and Time Management**

Completes tasks as delegated efficiently and on time.

### **4. Problem Solving and Decisions Making**

Ability to interpret basic rules and guidelines and know when something needs to be referred to line manager. Takes responsibility for own actions.

### **5. Personal Work Standards**

Presents themselves in a professional and approachable manner and represents the centre in a highly professional manner at all times.

### **6. Teamwork**

Has the ability to work effectively as part of a team. Acts in a supportive manner to the team.

### **7. Coach and Develop**

Seeks feedback from others and implements recommendations for performance enhancement into daily activities. Seeks to develop own level of competence.

## 8. Leadership

Serves as a mentor or sponsor to a new employee. Leads by example and represents centre in a positive manner.

## Values to Work By

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### 1. Integrity

Say what we mean and mean what we say. Be open and honest with colleagues, parents and children at all time and follow through.

### 2. Excellence

Be better every day. Looks for opportunities to learn and develop themselves further and celebrates success.

### 3. Respect

Treat others as we would like to be treated. Be open to new ideas, contribute freely and look for alternative courses of action in a positive way whilst taking on board other peoples opinions.

## Qualifications & Experience

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### Essential:

- Safety Food Handling Certification.
- Food and Menu Planning Certification (NSW Only).
- Senior First Aid Certificate (may be required).
- CPR Qualification (may be required).
- Criminal Safety Screening (Working with children check/Police Clearance/Suitability Card/Blue Card).

### Desirable:

- Previous experience in nutrition and dietary requirements of children.
- Previous experience working within a childcare setting.