

CHILDCARE COOK

The cook must be able to multi task in order to meet the daily food requirements of individual children with dietary, cultural or medical food requirements as well as catering for the remaining children. Our seasonal varied menu meets the nutritional, cultural and individual dietary needs of the children.

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 7: GOVERNANCE AND LEADERSHIP		
7.1	Governance	Governance supports the operation of a quality service.
7.1.3	Roles and Responsibilities	Roles and responsibilities are clearly defined, and understood, and support effective decision-making and operation of the service.

Buttercups Childcare & Early Learning Centre	
POSITION:	Cook
SUPERVISOR:	Director/ Nominated Supervisor
DIRECT REPORTS:	No direct reports
QUALIFICATIONS:	<ul style="list-style-type: none"> • Minimum 2 years' experience in a Cook position in an Early Childhood Service/ Minimum 3 years' experience in a Cook position desirable • Certificate III in Commercial Cookery or Certificate III in Hospitality (Commercial Cookery) or equivalent • Certificate in Safe Food Handling • Certificate in Menu Planning desirable • Certificate in Nutrition • Valid Working with Children Check clearance

<p>ESSENTIAL EXPERIENCE</p>	<ul style="list-style-type: none"> • Minimum 2 years' experience as a cook within an Early Childhood Service or minimum 5 years' experience with food handling/service desirable • Proven ability in all areas of cookery including menu planning, meeting nutritional guidelines, working within budgets • Understanding and working knowledge of WHS legislation • Demonstrated knowledge of food handling guidelines
<p>UP TO DATE KNOWLEDGE AND COMPLIANCE OF THE FOLLOWING LAW-REGULATIONS-ACTS</p>	<ul style="list-style-type: none"> • Service Policies and Procedures • Education and Care Services National Law (2010) • Education and Care Services National Regulation (2011) • National Quality Standard (NQS) • Early Years Learning Framework (EYLF)/My Time Our Place (MTOPL) • ECA Code of Ethics • Work Health and Safety Act 2009 • Food Standards Australia & New Zealand Code (FSANZ) • Commonwealth Privacy Act 1988 and the Australian Privacy Principles (APPs) (2014) • Fair Work Act 2011 • Other relevant state and federal legislation and regulations as required
<p>POSITION OBJECTIVES</p>	<ul style="list-style-type: none"> • To provide a healthy, balanced, varied diet through a carefully planned menu for all children attending the Service, including meeting necessary dietary requirements • Manage food purchasing for the service in accordance with the approved budget and finances • Build and maintain positive relationships with children, families, educators, staff and management.

ROLE DIMENSIONS- KEY PERFORMANCE AREA

<p>QUALITY AREA 1: EDUCATIONAL PROGRAM AND PRACTICE</p>		
<p>1.1</p>	<p>Program</p>	<p>The educational program enhances each child's learning and development.</p>

1.2	Practice	Educators facilitate and extend each child's learning and development.
1.3	Assessment and planning	Educators and co-ordinators take a planned and reflective approach to implementing the program for each child.

Educational Program & Practice Key Tasks:

- be proactive in ensuring currency in best early childhood practice
- contribute to the Quality Improvement Plan for the service in relation to food safety and handling and cooking experiences for children
- assist with the documentation of children's experiences and participation in the educational program in relation to cooking experiences
- support children's learning through investigation and projects with respect to cooking experiences,
- with support from the Lead Educator and Educational Leader critically reflect on aspects of the educational program in relation to cooking experiences
- provide assistance to the teaching team regarding food and cooking experiences for children,
- be involved in special events which require preparation and/or organization of food and/or beverages; and
- involve children in kitchen activities as appropriate.

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY		
2.1	Health	Each child's health and physical activity is supported and promoted.
2.2	Safety	Each child is protected.

Children's Health and Safety Key Tasks:

- promote child wellbeing and prevent harm to children and young people by adopting and adhering to the National Principles of Child Safe Organisations
- ensure compliance as a mandated reporter in accordance with the service Child Protection policy and procedures

- assist the Director/ Nominated Supervisor to comply with child protection in the workplace – Inform the Director/ Nominated Supervisor of all allegations or convictions of a child protection nature against an employee, of which you become aware
- prepare and cook nutritious meals that are culturally appropriate for children 0-6 years, in a timely manner that fits the Service's routines
- collaborate with the Director/ Nominated Supervisor, educators, parents and health professionals to plan and prepare meals for the children including lunch, morning 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 identified food/dietary requirements,
- ensure food handling standards and quality guidelines are adhered to at all times as per food handling guidelines
- demonstrate a high level of understanding regarding food handling and cross-contamination risks when preparing food for food safety, 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 the menu on a regular basis in collaboration with children, families, educators, Director/ Nominated Supervisor and health practitioners
- display menu in a well-presented manner making sure that the current menu for 2 weeks is always available for families to see
- operate mixers, ovens, choppers, shredders, steamers, grills, grinders, steam kettles, fry kettles, and other food equipment in accordance with operating guidelines
- adjust recipes to the demand of different volumes
- maintain and demonstrate knowledge of Workplace Health and Safety (WHS) legislation and safety issues relating to children and educators/ staff

- ensure correct manual handling techniques and procedures are followed and assist by identifying manual handling hazards and risks within the service
- report any situation that may constitute a hazard to health and safety to children, families, educators, staff or visitors to the Director/ Nominated Supervisor
- ensure a high standard of hygiene in compliance with procedures and policies
- 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
- ensure a high standard of hygiene in compliance with procedures and policies

QUALITY AREA 3: PHYSICAL ENVIRONMENT		
3.1	Design	The design of the facilities is appropriate for the operation of a service.
3.2	Use	The service environment is inclusive, promotes competence and supports exploration and play-based learning.

Physical Environment Key Tasks:

- create a safe, supportive, stimulating and educational environment for all children
- report any repairs and maintenance regarding the kitchen/ food handling areas required to the Director/ Nominated Supervisor
- report any situation that may constitute a hazard to health and safety to children, families, educators, staff or visitors to the Director/ Nominated Supervisor
- ensure effective processes are followed to meet WHS requirements
- maintain the aesthetics of the environment and ensure all resources and equipment are respected and maintained within the kitchen/ food handling areas
- contribute to ensuring the service strives towards environmental sustainability in all areas, through sustainability action plans
- maintain sanitary and inviting kitchen workspaces and eating areas at all times including regular and systematic cleaning of the following areas
 - fridges and freezer areas
 - serving trays

- any appliances used
- range hood and stove
- regularly empty bins to deter insects and vermin
- promote high quality health and safety for adults and children
- perform laundry duties in relation to kitchen articles and assist in other laundry duties of the Service
- complete and file all relevant checklists to ensure that proof of compliance is being maintained
- ensure that all chemicals and cleaning supplies are kept in a secure locked cupboard in compliance with WHS guidelines
- ensure correct manual handling techniques and procedures are followed and assist by identifying manual handling hazards and risks within the service

QUALITY AREA 4: STAFFING ARRANGEMENTS		
4.1	Staffing Arrangements	Staffing arrangements enhance children's learning and development.
4.2	Professionalism	Management, educators and staff are collaborative, respectful and ethical.

Staffing Arrangements Key Tasks:

- have a working knowledge of the National Quality Standards and meet these guidelines in their work practices
- ensure compliance in regard to policies and procedures relating to the operation of the service
- always act within the guidelines set out in the Code of Ethics (Early Childhood Australia Inc.)
- contribute positively and effectively to the team environment to ensure smooth operation of the service
- promote a healthy team environment and develop positive channels of communication
- participate in ongoing professional development and training programs in conjunction with the Educational Leader

- implement the service *Grievance Policy* and procedures and follow the *Grievance Policy* in relation to complaints or incidents
- ensure any grievances raised by educators, staff or families are reported to the Director/ Nominated Supervisor
- keep up to date with current trends and issues in Early Childhood and support research-based practices within the service; and
- attend meetings and family meetings as required.

QUALITY AREA 5: RELATIONSHIPS WITH CHILDREN		
5.1	Relationships between educators and Children	Respectful and equitable relationships are maintained with each child.
5.2	Relationships between children	Each child is supported to build and maintain sensitive and responsive relationships.

Relationships with Children Key Tasks:

- view and respect children as competent and capable
- promote positive, comforting and nurturing relationships with children
- ensure that educators/ staff provide a supportive educational environment for all children and families
- ensure children are respected and their rights are being met (United Nations Convention on the Rights of the Child -CRC)
- act as a positive role model, demonstrating appropriate behaviour and language; and
- communicate with children in an open, honest manner and ensure that the child's perspective is regarded as unique and special.

QUALITY AREA 6: COLLABORATIVE PARTNERSHIPS WITH FAMILIES AND COMMUNITIES		
6.1	Supportive relationships with families	Respectful relationships with families are developed and maintained and families are supported in their parenting role.

6.2	Collaborative partnerships	Collaborative partnerships enhance children’s inclusion, learning and wellbeing.
-----	----------------------------	--

Collaborative Partnerships with Families and Communities Key Tasks:

- be courteous and helpful to the families in the service
- collaborate with families regarding children’s individual dietary requirements
- access resources and professional support to ensure the service menu meets all nutrition and health standards as required
- support the Director/ Nominated Supervisor to manage information in relation to children’s healthy eating and nutrition which assists families to access resources within the local and wider community
- positively promote and oversee evaluation strategies, in relation to the service menu (e.g., satisfaction survey) to determine parents communication views to use for future planning.

QUALITY AREA 7: GOVERNANCE AND LEADERSHIP		
7.1	Governance	Governance supports the operation of a quality service.
7.2	Leadership	Effective leadership builds and promotes a positive organisational culture and professional learning community.

Leadership and Service Management Key Tasks:

- co-ordinate the purchasing of food and supplies with the Director/ Nominated Supervisor within the allocated budget
- be aware of, and assist in the management of the food budget including the choices of food and use of purchases
- keep records of receipts, packing slips and order forms
- source quality and seasonal (where possible) stock that is of nutritional value for our children
- comply with, maintain and review all service policies and procedures in accordance with the Education and Care Services National Law and National Regulations

- maintain a sound and current understanding of the National Quality Framework (NQF) and approved learning framework/s
- maintain compliance with the regulations as prescribed by the regulatory authority along with all legal and statutory requirements
- strive to achieve 'Service' goals (as outlined in Policy Manual) and ensure the Service's statement of philosophy is reflected in daily practice
- report directly to the Director/ Nominated Supervisor of any problem arising, which would affect the children, service approval or rating, regulatory and legal compliance or the smooth running of the service
- ensure procedures relating to administrative functions of the kitchen including development of routines and procedures
- maintain confidentiality of sensitive information in relation to educators, staff, families, children and the service in line with the *Privacy and Confidentiality Policy* and procedures; and
- comply with the *Privacy and Confidentiality Policy* and procedures and assist to ensure the policy is followed at a service level; and
- any other duties within the scope of the role of Cook, under the direction of the Director/ Nominated Supervisor. This job description may be reviewed in the future.

I have received, reviewed and understood the responsibilities as the COOK.

I also acknowledge that I am responsible for the satisfactory execution of these responsibilities and will adhere to all requirements as set out in the Job Description.

Employee Name		Date	
Employee Signature			

Supervisor Name		Date	
-----------------	--	------	--

Supervisor Signature