

Position Description

Cook (Food Services Attendant)

Multi Campus

23 November 2021

RELATIONSHIPS AND NETWORKS

LEAD BY · Food Services Supervisor (Head Chef)

COLLABORATES WITH · Gardens and Grounds Manager
· Parent and student volunteers
· Campus Principals
· Procurement and Facilities Manager
· Food Technology staff
· Head of Campus (Little Beacons)

LEADS · Volunteers
· Agency Staff
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KEY WORKING GROUPS · Teams and committees relative to the position

EXTERNAL GROUPS · Parents/Guardians
· Suppliers of goods and services
· Local council authorities
· Industry related services

POSITION CONDITIONS **This is a casual position working approx. 15 to 20 hours per week.**

Conditions of employment are as per the Beaconhills College General Staff agreement 2017-2020 (incorporating the terms of the Educational Services (General Staff))



Award 2010), Beaconhills' policies and procedures and the letter of offer.

Additional hours will be required for events/functions outside the ordinary hours of employment and may include evenings and/or weekends as necessary and will be paid at the appropriate penalty rate.

No position description can be entirely comprehensive and the incumbent will be expected to carry out such duties as may be required from time to time and are broadly consistent with the position description, the status of the post within the College and the classification criteria of the Educational Services (Schools) General Staff Award 2010.

**REFERENCE
DOCUMENTATION**

- *Staff Code of Conduct*
 - *College Policies and Practices*
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PRIMARY PURPOSE OF THE POSITION

This position provides support and assistance as required within the College Food Services team, as directed by the Food Services Manager. This position will support the deliverable and hands-on elements of the College's vision of environment, health and wellbeing through seasonal, sustainable and nutritional food services provided to students, staff and the wider community. The successful candidate will be required to work in both the College Cafeteria as well as the Little Beacons Early Learning Centre.

KEY RESPONSIBILITIES FOR THE POSITION

- Assist in the delivery of the required food services on a day to day basis
- Work as a team with other kitchen staff
- Help the Food Services Supervisor (Head Chef) in producing healthy meals and all other function preparation.
- Interact in a courteous and friendly manner with staff and students
- Undertake the cleaning of food preparation, cooking equipment and utensils and food consumption areas
- Manage resources efficiently - this includes stock control, following maintenance schedules, use of equipment
- Collect and/or take delivery of food, checking delivery quantities against invoices
- Ensure that portions and recipes are cooked within defined guidelines
- Maintain knowledge and skills relevant to the position, including food safety and hygiene practices.



- Demonstrate awareness by complying with statutory regulations including Food Safety Standards, Workplace Health & Safety - complete and report on internal audits
- Acknowledge confidentiality within the context of family information and management protocols

QUALIFICATIONS/TRAINING

The successful application must hold (or be in the process of obtaining):

- A current (employee) Working with Children Check
- A current *National Police Check* (NPC)
- Relevant trade qualifications (i.e. Commercial Cookery)
- Food Handlers Hygiene Certificate
- Must hold (or a willingness to obtain)
 - HLTAID003: Provide First Aid (with current CPR update)
 - 22099VIC: First Aid Management of Anaphylaxis
 - 22024VIC: Emergency Management of Asthma
 - Food Allergy Training
- HLTFSE007: Oversee the day-to-day implementation of food safety in the workplace
- HLTFSE005: Apply and monitor food safety requirements
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COMPETENCIES

- Knowledge of catering and food preparation techniques.
- Preferably experienced from café or catering company.
- Different food ideas, concepts and offerings as per the seasonal produce & growth.
- Adequate management and supervisory skills to run class-1 kitchen facility under the HACCP and council.
- Awareness and knowledge of catering for children with allergies and dietary restrictions
- Ability to follow WHS practices in a kitchen environment
- Sound knowledge of making and serving coffees.
- Ability to apply and monitor food safety requirements

SELECTION CRITERIA

Essential

- An understanding of the Food Safety Act, local government requirements and a demonstrated ability to complete and implement a Food Safety Plan
- Relevant experience working in a food services environment
- Administrative skills, including time and workload management
- Excellent interpersonal skills and an ability to communicate effectively with children and adults
- Demonstrated initiative and ability to work without supervision
- Demonstrated ability to operate with discretion and to maintain complete confidentiality



- Knowledge of health and hygiene practices
- Excellent interpersonal skills and an ability to communicate effectively with children and adults
- Demonstrated initiative and ability to work without supervision
- Demonstrated ability to operate with discretion and to maintain complete confidentiality
- Knowledge of or interest in nutrition for general health and wellbeing.

Desirable

- Demonstrated professional experience
- Experience working in an early years environment
- Proficiency in Microsoft Office, particularly Word, Excel and Outlook

PHYSICAL CAPABILITIES

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to:

- Stand constantly
 - Walk
 - Use hands to finger, handle, grip or feel
 - Reach with hands and arms
 - Look up and down
 - Bend
 - Kneel
 - Crouch
 - Talk
 - Hear
- The employee will be working in a kitchen environment, where heat and food odours are present.
 - The employee is occasionally required to sit
 - The employee is frequently required to lift and/or move heavy items
 - Ability to undertake repetitive arm movements and manual dexterity
 - Ability to read computer screens and printed documents
 - Ability to communicate clearly for telephone and face to face communication
 - Specific vision abilities required for this position include close vision, distance vision, colour vision and depth perception.

WORKPLACE HEALTH AND SAFETY RESPONSIBILITIES

- Ensure that any hazards, incidents (including near misses) and injuries are reported immediately to relevant management
- Co-operate in relation to activities taken by the College to comply with Work Health and Safety (WHS) legislation

- Participate in consultation, meetings, training and other health and safety activities where required
- Ensure only authorised, adequately trained staff undertake assigned tasks
- Take reasonable care for personal health and safety and the health and safety of others in the workplace

CHILD SAFETY STATEMENT

Beaconhills College has zero tolerance for child abuse. Beaconhills is a child safe employer and is committed to the welfare of children and their protection.

Beaconhills has systems to protect children from abuse, and will take all allegations and concerns very seriously and respond to them consistently, in line with our policies and procedures.

All potential employees and volunteers will be required to comply with the College's *Child Safe Policy* and *Code of Conduct*, which are available on our website [here](#). Beaconhills performs thorough assessments of potential and existing employees in accordance with the legislated Child Safe Standards. The assessments will be used to ascertain whether the potential or existing employee is a fit and proper person and is suitable for work in a school environment and in the position applied for or held. The screening process includes, but is not limited to, criminal record checks, *Working with Children Check* (WWC Check) and checks of social media accounts.

Beaconhills College is committed to Equal Employment Opportunity principles and is committed to the principles of merit-based selection, equity, diversity and procedural fairness in our recruitment process.

Aboriginal and Torres Strait Islander peoples are encouraged to apply for all positions at Beaconhills College.

VACCINATION STATEMENT

It is a requirement of all staff members of Beaconhills College to be fully vaccinated with a COVID-19 vaccine that has been registered or provisionally registered by the Therapeutic Goods Administration or has been approved by a comparable overseas regulator, as determined by the Therapeutic Goods Administration under regulation 16DA93) of the Therapeutic Goods Regulation 1990 of the Commonwealth by the 29 November 2021.

staff members must have received their second dose by 29 November 2021 (where applicable) unless they have a valid medical exemption.

Proof of vaccination status or an original certified copy of a valid medical exemption will be required as part of the employment offer process.

