



Cook

Reports to: Centre Director
Service/Team: Children's Education and Care Centres
Date: August 2020

SDN Purpose and Values

SDN Children's Services (SDN) is a for-purpose, not for profit organisation that started in 1905. We're here to promote and enhance children's wellbeing, learning and development and we do that for children from birth to their transition to high school through early learning services, children's therapies and family support programs. We believe that every person and every living thing has inherent worth and is owed respect and care. We commit ourselves to being trustworthy and reliable, inclusive and respectful and creative and innovative.

SDN formally acknowledges the unique position of Aboriginal and Torres Strait Islander peoples as the First Australians and custodians of the land.

Purpose of Service

SDN's Children's Education and Care Centres are dedicated to providing high-quality and inclusive education and care services to enhance the wellbeing of children, their families and communities. All children in the centres benefit from creative, child-focused curriculum developed by our early childhood educators and teachers.

Primary Objective

To plan and provide high quality, nutritious meals in a safe and hygienic environment and to communicate and establish positive relationships with the team and children.

Key Accountabilities

Service Delivery

- Preparation and serving of food and drink to children attending the centre in line with the centre's program
- Planning and implementing a nutritionally balanced menu guided by best practice and in consultation with the Centre Director and families
- Ordering stock based on the current menu and ensuring food costs are kept within budget

- Ensure all allergies and cultural requirements are catered for as well as supporting children with food sensitives and preferences
- Ensure daily cleaning of all kitchen utensils, crockery, cutlery and appliances
- Ensure the requirements of the centre cleaning schedule are met
- Conduct regular inventories of pantry supplies
- Unpack all food orders and reconcile against invoice
- Set up trolleys as and when required
- Perform any other duties as requested by your manager consistent with the position.

Working Relationships

- Model good working relationship behaviours
- Understand and comply with SDN policy on good working relationships
- Zero tolerance for discrimination, harassment, victimisation, bullying or other inappropriate workplace behaviours
- Report incidents of discrimination, harassment, victimisation, bullying or other inappropriate workplace behaviours

Child Safety

- Demonstrated awareness of and commitment to maintaining a child safe organisational culture
- Accept and maintain responsibility for the ongoing safety and wellbeing of children and vulnerable people
- Identify and respond to all child safety and wellbeing risks and concerns according to SDN's policies and procedures
- Adhere to SDN's Child Safe Organisation Code of Conduct.

Work, Health and Safety

- Responsible for personal health and safety
- Complies with SDN requirements in relation to WHS & Injury Management activities and responsibilities
- Identifies and reports WHS problems, where evident, in processes or systems
- Reports accident/incident information promptly to RTW/WHS Consultant.

Selection Criteria

- Basic training in safe food handling and hygienic practices (appropriate course)
- Current Working with Children's Check (NSW) or Working with Vulnerable People Card (ACT) (or willingness to obtain)
- Completion of Commercial Cookery basic training course or equivalent (desirable)
- Completion of Nutrition and Menu Planning for Children training (desirable)
- Experience cooking in bulk quantities in a domestic or commercial environment
- High level oral and written communication skills
- Proven ability to meet deadlines
- Flexible and well organised

Competencies

Level 1

Championing SDN

- Can describe the SDN mission, values, vision and goals.

Achieving Results

- Efficiently resolves queries.
- Provides correct information to the team to help them to make the right decisions.

Developing Self

- Shows respect humility and discretion in working with others.

Seeking, accepting and giving feedback

- Receptive to feedback given to them, responding positively and constructively.

Communicating and influencing

- Uses a professional tone which is open, responsive and flexible.

Relationship Management

- Identifies how to work most effectively with others.
- Seeks and welcomes relevant input from others.

Prioritising, planning and organising

- Prioritises day to day tasks to meet own and team's objectives most efficiently.

Innovating, adapting to and managing change

- Open to new ideas and ways of working.

Managing, empowering, and developing others

- Provides administrative processes to enhance efficiency and cohesion in the team.

Providing strategic direction and vision

- Awareness of SDN's strategic plan and vision and has an understanding of the direction of SDN.

IT and Systems

- Intermediate – high competence in Microsoft packages and role related systems.

Outputs

- Develop menus in a 4 weekly cycle that are seasonal and have individual family/child and legal requirements taken into consideration and allergies and food preferences are met
- Families are consulted when developing menus and menu is checked by a nutritionist in accordance with best practice guidelines
- Hygiene standards are maintained daily including cleanliness of kitchen, fridge and freezer
- Pass council inspection and meet safe food handling standards
- Maintain kitchen supplies and groceries within the allocated budget
- Timely preparation of food in line with the Centre's program and children's health requirements
- Actively contribute to team meetings in a respectful manner and provide timely feedback to colleagues and Centre Director

- Adheres to legislation and SDN policies and procedures as a mandatory reporter and all possible reportable conducts are reported to the SDN Reporter Line immediately
- Courteous and professional relationships upheld with children and families at all times
- All incidents, near misses and hazards are reported within 48 hours and participate in WHS inspections, risk assessments and emergency drills

Acknowledgment

Employee Name (please print)

Signature of Employee

Date signed

Manager Name (please print)

Signature of Manager

Date signed
