



## POSITION DETAILS

Position Title:	Childcare Cook		
Job Type:	Part Time/ Casual		
Reporting to:	Childcare Director		
Location:	QB Werribee or Woodville Childcare Hoppers Crossing		
Modern Award:	Children's Services Award 2010		
Hours:	As required with a range of hours between 6.30am and 6.00pm		
No of Direct Reports:	Nil	No of Indirect Reports	Nil

### Who we are

Quantin Binnah Community Centre Inc. is a not-for-profit centre that offers a variety of services and programs to residents of Werribee and the surrounding community. These include Playgroup, Kindergarten, Long Day Care, Before School Care, After School Care, Vacation Care, Adult Community and Further Education, a variety of Community Development programs, Maternal and Child Health services and Cafe QB.

### Statement of Commitment to Child Safety

Quantin Binnah is a committed Child Safe organisation and has zero-tolerance for child abuse including a zero tolerance for racial discrimination.

Every child and young person accessing Quantin Binnah has the right to feel safe. All Quantin Binnah employees, volunteers, contractors and community representatives have a responsibility to understand and activate their role in preventing, detecting, responding and reporting any suspicions of child abuse to the relevant authorities and maintaining a child-safe culture.

### Position Purpose

To cater for the nutritional and special dietary needs of children aged 0-6 years as part of the Centres Childcare Program. This role is responsible for managing the nutritional needs of all children through comprehensive menu management, protection from known food allergies, adherence to food safety regulations and maintenance of kitchen hygiene/cleanliness.

## POSITION REQUIREMENTS

Main Duties/Responsibilities	
1.1 Provision of Nutritional Meals Within a Welcoming Environment	<p>1.1 Provision of Nutritional Meals within a Welcoming Environment</p> <ul style="list-style-type: none"> <li>Plan and display (where parents and families can access) a weekly menu of balanced meals catering to the nutritional needs of children aged 0-6 years.</li> <li>Prepare and serve all meals and snacks according to the meal plan.</li> <li>Ensure up to date knowledge of all food allergies for children within the centre</li> <li>Liaise with staff to accommodate children's activities and group meal timetables.</li> <li>Be open to discussion (with parents and staff) about the nutritional needs of individual children or requested changes to the menu.</li> <li>Ensure privacy and confidentiality of children and their families is maintained at all times.</li> </ul>
1.2 Organisation	<p>1.2 Organisation</p> <ul style="list-style-type: none"> <li>Arrange for the purchase of food and cleaning materials.</li> <li>Check deliveries against invoices.</li> <li>Ensure efficient rotation of stock and monitor best before dates on products.</li> <li>Maintain an inventory of supplies noting costs and suppliers.</li> <li>Manual handling of boxes containing food/supplies requiring reasonable physical fitness.</li> <li>Cleaning duties as required ensuring safe and presentable kitchen and service area is maintained at all times.</li> </ul>
1.3 Meet Compliance Standards	<p>1.3 Meet Compliance Standards</p> <ul style="list-style-type: none"> <li>Maintain a strict routine of environmental and personal hygiene which meets the standards expected by Children's Services Centre Regulations and accreditation requirements.</li> <li>Always work in accordance with QBCC policies and procedures and ensure any concerns around safety are raised immediately with the Childcare Director.</li> <li>Always work in compliance with Child Safety Standards.</li> <li>Always work in accordance with Food Safety Regulations.</li> <li>Attend and contribute to team meetings.</li> <li>Undertake and implement the requirements of quality assurance.</li> <li>All other duties as reasonably requested by Childcare Service Leader or Childcare Director.</li> </ul>

## QUALIFICATIONS, SKILLS AND ABILITIES

Qualifications, Skills and Abilities	
Key Selection Criteria	<p>Minimum of AQF Certificate III or equivalent skills Safe food handling certificate</p>
Essential	<p>Experience in planning, purchasing and preparation for at least 45 meals per session. Thorough knowledge of the nutritional needs of children in the 0-6 years age range. A flexible and personable approach with high levels of initiative. Team player with excellent communication skills.</p>

	Commitment to ongoing professional education and attendance at training sessions which may be outside normal working hours.
Desirable	Experience working within a community service organisation. Excellent organisational skills.
Other	Current Working with Children Check. Satisfactory completion of National Police Check is mandatory for all new appointments. Current First Aid Level 2 Certificate, Anaphylaxis and Asthma Management. Successful completion of All about Food Allergens online training Successful completion of Mandatory Reporting eLearning Module. Commitment to QBCC policies and procedures.

## CAPABILITY FRAMEWORK

Capability Framework		
Core Capability	Expected Behaviour and Work Standard	Frequency
Provide Nutritional Meals	To provide high quality, nutritionally balanced meals to children participating in the childcare program.	Ongoing
	Plan and display (where parents can access) a weekly menu of nutritionally balanced meals containing a wide variety of all major food groups, taking into account; <ul style="list-style-type: none"> <li>• the ages of the children;</li> <li>• special dietary/cultural/religious requirements;</li> <li>• allergies;</li> <li>• special dietary needs of individual children</li> </ul>	Weekly
	Prepare and serve all meals and snacks according to the menu plan.	Daily
	Present balanced meals in a way that is appealing to children.	Daily
	Uphold the Quantin Binnah Community Centre brand at all times.	At all times
	Seek feedback from the Childcare Service Leader and families regarding the meal plan and make any required adjustments in response to feedback received.	Ongoing
Organisation and Planning	Arrange for the purchase of food and cleaning materials.	As required
	Check deliveries against invoices.	Daily
	Ensure quality of delivered goods adheres to the required standards and forward invoices and delivery dockets to Administration.	Daily
	Ensure food is stored in accordance with Health Regulations.	At all times
	Ensure efficient rotation of supplies.	At all times
	Maintain inventory of supplies, noting costs and suppliers.	At all times
	Ability to work within a budget, undertake stock control and keep accurate records.	At all times
Ability to write and record information effectively and accurately.	At all times	
Health and Safety/Cleanliness	Maintain a strict routine of environmental and personal hygiene which meets the standards expected by Children's Services Centre Regulations and accreditation requirements.	At all times
	Ensure systems are in place to reduce any risk of cross contamination in relation to known allergy advice.	At all times

	<p>Work in accordance with food safety regulations including (but not limited to) food labelling and storage, cleanliness of dishes, benches and cooking utensils/microwave, regularly cleaning all food storage areas (inside and out) and stock rotation.</p> <p>Follow the daily and weekly cleaning routine for all kitchen appliances and equipment including (but not limited to);</p> <ul style="list-style-type: none"> <li>• food preparation surfaces</li> <li>• serving trolleys and trays</li> <li>• range hoods and fan</li> <li>• grease traps</li> <li>• fridges, stoves and microwave ovens</li> <li>• slicers</li> <li>• shelving units and food containers</li> <li>• laundry items such as tea towels and hand towels</li> </ul> <p>Maintain and file checklists to verify compliance with cleaning protocols.</p> <p>Immediately document, investigate and/or mitigate WHS issues as soon as they are noticed.</p> <p>Ensure compliance with OHS in relation to the safe storage of chemicals within the kitchen.</p> <p>Physical fitness to support repetitive manual handling of items such as, but not limited to, kitchen utensils, boxes containing food/cleaning supplies and large hot trays from the oven</p> <p>Physical capacity and ability to;</p> <ul style="list-style-type: none"> <li>• safely operate kitchen appliances such as ovens, mixers, choppers/shredders, grills, steamers, kettles etc.</li> <li>• be agile and steady on your feet to be able to manage the variety of possible obstacles in an Education and Care environment when delivering food;</li> <li>• see and avoid children who may be sitting on the floor or moving around your feet when delivering food;</li> </ul> <p>Notify Director of any injury which may impact your ability to safely move or lift equipment.</p>	<p>At all times</p> <p>Daily Daily Weekly Weekly Weekly Daily Daily Daily</p> <p>Daily</p> <p>Immediately</p> <p>At all times</p> <p>At all times At all times At all times</p> <p>Immediately</p>
<p>Communication and Team Work</p>	<p>Assist staff by providing equipment and food for children’s activities.</p> <p>Liaise with staff and parents in relation to children’s individual nutritional needs.</p> <p>Liaise with staff in relation to meal timetables.</p> <p>Ability to work within a team approach.</p> <p>Ability to use initiative and judgement when confronted with unexpected situations.</p> <p>Ensure open and non-judgmental communication with families when discussing the needs or concerns for individual children within the service.</p> <p>Commitment to attending all scheduled shifts on time.</p>	<p>As required</p> <p>As required</p> <p>Weekly</p> <p>At all times</p> <p>At all times</p> <p>At all times</p> <p>At all times</p>
<p>Ongoing Learning</p>	<p>Attend staff meetings and participate in professional development / in-services as required.</p> <p>Eagerness to attend ongoing learning and professional development training which may be held on site and outside normal working hours.</p> <p>Attendance at staff meetings as required.</p>	<p>As required</p> <p>As required</p> <p>As required</p>

Autonomy	Responsible for the decisions made regarding the provision of meals, kitchen safety and hygiene, and ordering supplies.  Ability to work alone and unsupervised.  Ability to work in an organised and efficient manner to ensure adherence to meal timetables and presentations.	At all times  Daily  At all times
Organisation Branding	Create a positive image of Quantin Binnah by delivering excellent customer service to all internal and external customers.  Implementation of quality assurance at every stage of service delivery.	At all times  At all times
National Quality Framework	Working knowledge of the policies and guidelines in relation to Education and Care Programs, particularly the National Quality Framework.  Commitment to work with the services, educators and families through the National Quality Standards contained in the National Quality Framework to continually improve the quality of food provided.	Developed during induction  At all times
Child Safety Standards	Ensure up to date, functional knowledge of and commitment to Child Protection Policy and Child Safe Policies.  Participate in a shared responsibility for child safety at all levels of the organisation.  Participate in a culture where staff, volunteers, children and families feel comfortable in raising or discussing child safety concerns.  Act in accordance with Child Protection Policy at all times.	At all times  At all times  At all times  At all times
Corporate Responsibilities	Comply with Quantin Binnah policies, procedures and guidelines.  Comply and adhere to the Quantin Binnah Code of Conduct.  Protect Quantin Binnah's physical, financial and intellectual assets against damage, fraud or misuse. Staff are responsible for identifying and reporting instances of this nature.  To carry out the key responsibilities and duties of the position with an awareness and sincerity that provides for an accessible and inclusive community and workplace.	At all times  At all times  At all times  At all times
And any other duties as reasonably required or requested by Room Leader, Childcare Director or CEO.		

Relationships	Internal – Childcare Service Leader, Childcare Educators, Childcare Director, Centre CEO  External – Children, Parents and QBCC Staff.
---------------	--

Next Review Date:	
-------------------	--

By signing this position description, I declare:

- that I have read and understood the inherent requirements of the role and verify that I hold the skills and abilities to perform the role as required; and
- that I do not have any pre-existing conditions that will inhibit my ability to perform my role, or any pre-existing conditions that may be exacerbated by my participation in the role.

Employee Name:	Signature:	Date:

CEO Name:	Signature:	Date:
Christine Barca	<i>Christine Barca</i>	