

CHILDREN'S PROGRAM: COOK (SUPPORT WORK) LEVEL 3

Vision Statement

'Leading learning and wellbeing practices for children, families and educators in South Australia through co-designed and future oriented programs.'

Summary of the Position and its Responsibilities

The Cook (Support Worker) Level 3 works to support Gowrie SA's philosophy and values, Strategic Plan, Reconciliation Action Plan and the principles of professionalism to plan and prepare nutritious, well presented and appropriate meals and snacks for children 0-6 years of age.

The incumbent is responsible for ensuring the delivery of high quality meals and snacks to children under the supervision and guidance of the Director – Children's Program.

The Cook (Support Worker) Level 3, will support the day to day functioning of the food preparation for the Children's Program and work consistently within the National Quality Standard/Framework and Food Safety Legislation.

Agreement, Award and Conditions

The Cook (Support Worker) Level 3 will be aligned to the Lady Gowrie Child Centre Inc. Enterprise Agreement.

Attendance at quarterly Gowrie SA after-hours organisation-wide professional development sessions and two whole organisation closure days is a requirement along with attendance at other relevant meetings as required.

Educational Qualifications/Experience

Essential

- Possess skills, knowledge, experience and training in food preparation above Support Worker Level 2
- Completion of the Food Safety I'm Alert certificate
- AQF Certificate III in Commercial Cooking or equivalent, as a minimum
- DHS Working with Children Check clearance (not-prohibited)
- Relevant first aid qualification

Statement of Key Responsibilities

The Cook (Support Worker) Level 3 will:

- Work within Gowrie SA's philosophy and maintain confidentiality at all times
- Take responsibility to read and understand the organisation's philosophy, policies and procedures
- Implement and support the organisation's nutritional and kitchen hygiene requirements
- Develop continual learning practices to increase skills, knowledge and awareness of changes within the area of food and nutrition
- Liaise with the Director – Children's Program, room teams and health professionals in the provision of safe and nutritionally sound meals and snacks for children
- Take into account the needs of families using the service and respect the diversity and cultural backgrounds of children, employees and families through the provision of a variety of culturally diverse and respectful foods
- Ensure total compliance with all relevant requirements of the National Food Safety Standards, including

preparation, storage and hygiene

- Plan and prepare menus, meals and snacks which are nutritional and well balanced and in line with seasonal menu planning, under routine supervision
- Provide suitable options for specific dietary requirements of individual children
- Purchase food provisions which are required each day/week/month in accordance with a set budget, and under routine supervision
- Be responsible for own quality of work under routine supervision, following direction from the Director – Children’s Program, CEO or any person authorised by the Director – Children’s Program
- Maintain the cleaning of the kitchen and work areas in accordance with the Food Safety legislation, including overall presentation of the kitchen area
- Prepare nutritionally balanced meals and snacks in accordance with current dietary guidelines
- Prepare meals and snacks using native herbs and foods
- Liaise and interact with families in a friendly, sensitive, supportive non-judgmental and professional manner in relation to children’s needs
- Incorporate equity principles into all practices
- Develop, implement and evaluate all routines in consultation with other employees
- Work within incorporated timelines of the Children’s Program’s daily practices
- Contribute to the development of and work within the expectations of the service’s Food Safety Plan
- Maintain accurate records in accordance with the food safety plan requirements
- Participate in the local council appointed annual food safety inspection, including following up on the implementation of corrective actions
- Maintain an instructional manual of the technical aspects of the kitchen to facilitate smooth induction of casual relief cooks, including menus with timing, routine preparations, etc.
- Support the Gowrie SA Reconciliation Action Plan

Work Health & Safety

- Provide a safe and healthy environment for children
- Take responsibility for emergencies until able to transfer responsibility to a more senior employee, directing other employees to assist as required
- Report any emergencies or hazards to the Director – Children’s Program or CEO immediately if it’s safe to do so

Organisational Relationships

- Be responsible to the Director – Children’s Program and through them to the CEO
- Guide unqualified kitchen employees, students and volunteers, as required
- Work under routine supervision and undertake duties consistent with the incumbent’s skills and experience
- Regularly update knowledge of food safety and hand hygiene principles in accordance with the national Food Safety Standards
- Have the freedom to act and use initiative within established guidelines
- Relate, support and work effectively with all employees and families
- Demonstrate flexibility and a willingness to consider new ideas and theories while working in a team environment

Person Abilities/Aptitudes/Skills

- Effective written and verbal communication
- Ability to work collaboratively and to negotiate problem solving approaches
- Ability to work autonomously and demonstrate initiative
- Ability to accept supervision and direction
- Ability to receive, and act on, constructive feedback
- Ability to work effectively within a team environment
- Effective time management skills
- Ability to set goals, reflect and review
- Ability to interact with children in a positive, sensitive and respectful manner
- Ability to forward plan

Knowledge

- Knowledge of the National Quality Framework and the National Quality Standard
- Knowledge of Workplace Health and Safety principles and practices
- Knowledge of Discrimination Laws
- Knowledge of national food safety and hand hygiene legislation
- Knowledge of safe food handling, storage and preparation, including dietary specific needs
- Knowledge of children's nutritional requirements according to current Government dietary guidelines
- Knowledge of workable time management methods

Additional Non-Negotiable Requirements

- A current not-prohibited DHS Working with Children Check, will be required
- A signed statement of 'no adverse effects' will be required and updated regularly



**DECLARATION OF COOK (SUPPORT WORKER) LEVEL 3
Job & Person Specification**

Approval by Director – Children’s Program:

Name:

Signature:

Date:

Acknowledged by Employee:

I have read the Cook (Support Worker) Level 3 job and person description and agree to carry out the responsibilities and duties of the position diligently and to the best of my ability.

Name:

Signature:

Date:
