

Position Description



YWCA CANBERRA

Position Information	
Position	Early Childhood Centre Cook / Chef
Date approved	September 2020
Program	Children's Services, Early Childhood Education and Care
Supervisor	Centre Director
Location	ECEC Centres
Hours of work	25 to 32 hours per week - Permanent part-time
Salary	Grade 3, Level 1 of YWCA Canberra Enterprise Agreement

General Conditions of Employment
<ul style="list-style-type: none">• YWCA Canberra Enterprise Agreement 2018 - 2023• Appointment is subject to obtaining a satisfactory Working With Vulnerable People check & Police check at own cost• Appointment is subject to satisfactory working rights in Australia• All YWCA Canberra policies and procedures will apply• Subject to a 6-month probation period

Position Statement
<p>The Early Childhood Centre Cook / Chef is responsible for providing nutritious meals and snacks at the program. Specific duties include:</p> <ul style="list-style-type: none">• Ensuring that children's daily nutritional needs are met, while adhering to food preferences, allergy and intolerance, and cultural, religious or special dietary requirements.• Ensuring that all policies and procedures relevant to nutrition, food handling and storage and health and safety are adhered to (as set out by recognised authorities and YWCA Canberra).

Responsibilities	
Kitchen	<ul style="list-style-type: none">• Conduct cleaning tasks necessary to maintain the kitchen in an organised, safe, and hygienic condition, at all times.• Ensure all food safety regulations and organisational compliance requirements are met, at all times.• Conduct regular inventory of kitchen equipment and supplies.• Complete clean up after each meal, including dishes, bench tops and spills.• Ensure the cleaning and maintenance of kitchen appliances and storage areas including stove, oven, refrigerator, dishwasher and cupboards.• Assist Educators with food service and clean up.

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Menu Planning	<ul style="list-style-type: none"> Advanced planning of menus in accordance with the Australian Dietary Guidelines, with consideration to children's dietary requirements including age, allergies, intolerances, and cultural preference. Communicate the weekly menu to families. Establish and maintain open communication with families regarding children's dietary requirements.
Food Purchasing	<ul style="list-style-type: none"> Purchase all groceries to implement the planned menus, in consideration of the Centre's food budget, and in consultation with the Director. Unpack and check all orders and comply with food safety standards in relation to the safe storage of food. Follow established procedures regarding forwarding of all receipts related to purchases.
Safety and Management	<ul style="list-style-type: none"> All duties are to be completed within the services opening hours within designated timeframes. Adherence to Safety Data Sheets. Ensure all PPE is worn with regards to specific chemicals and requirements. Electrical leads to be tested and tagged annually and on the purchase of new appliances. Use colour coding with mops, buckets and cloths to avoid any cross contamination. Participate in Fire drills and other emergency procedures, as necessary.
Other	<ul style="list-style-type: none"> Attend Professional Development and other relevant training opportunities, to remain current with food safety standards and best practice. Participate in special events as assigned by the Centre Director e.g. end of year celebrations. Assist the Centre Director in maintaining a safe health work environment by promptly reporting any existing or potential workplace hazards.

Selection Criteria

Qualifications	<ul style="list-style-type: none"> Professional training in food handling, or willingness to undertake training. A Food Safety Supervisor Certificate or willingness to undertake training.
Knowledge and Experience	<ul style="list-style-type: none"> Experience in planning and preparing menus for children aged six weeks to six years. A sound understanding of the nutritional requirements of young children.
Capabilities and Behaviours	<ul style="list-style-type: none"> Ability to manage time and priorities well, in order to deliver required outcomes. Ability to effectively communicate with stakeholders at all levels. Ability to work independently, as well as a member of the team. Patience with, and the ability to interact respectfully with children.
Other Requirements	<ul style="list-style-type: none"> Ability to work within the philosophy of YWCA Canberra. A current Working with Vulnerable People Registration. Australian Citizenship or suitable rights to work in Australia.

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Authorisation			
Acknowledgement by Incumbent	Signature: Name:	Date	Click here to enter a date.
Executive Director	Signature: Name:	Date	Click here to enter a date.

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