

Cook/Kitchen Assistant

Scope

The Cook supports the day-to-day operations of the kitchen.

Where the Kitchen Supervisor is not rostered the Cook is required to work autonomously and will be responsible for all kitchen duties including but not limited to meal planning and preparation, cooking, cleaning and record keeping as per the Food Safety Plan.

The capacity to build and maintain strong professional relationships and respectful partnerships both internally and externally is critical to this role, as well as the ability to work in a team environment or autonomously while demonstrating strong critical thinking and decision making.

Responsibilities

Gowrie Victoria is a flexible learning organisation. As such, the following is a list of indicative responsibilities for this role:

Kitchen Duties

- Menu planning and preparation and delivery of meals within required timelines
- Provide nutritious and appetising meals that meets organisational objectives and the Victorian Prevention and Health Promotion Achievement Program
- Prepare daily meals for children using current menu plans that follow Nutrition Australia Guidelines for Children and Adolescents
- Maintain a clean and hygienic kitchen, follow correct food storage procedures and ensure all checklists are completed daily as per food safety plan
- Ensure kitchen stocks and supplies are maintained. Check accuracy and condition of food orders and deliveries
- Routine cleaning of kitchen appliances e.g. stove top, oven, refrigerators, freezer, sink, dishwasher, floor mats, benches, cupboard shelves and cupboard doors

Food Preparation and Cooking

- Prepare food to menu and make sure that hands, clothes, equipment and kitchen surfaces are clean and appropriate protective clothing is worn
- Follow principles of HACCP (Hazard Analysis and Critical Control Points)
- Ensure dietary requirements are being met and allergies are managed via appropriate planning
- Provide information regarding menus and meal planning to the Kitchen Supervisor and Children's Program Manager

Food Safety Plan

- Support practice that is required by the Victorian Food Safety Act 1984
- Maintain compliance records which include refrigerator and freezer temperatures, cooked food temperatures, delivered food temperatures and cleaning logs
- Undertake duties in a manner which adheres to all food safety regulations
- Alert other staff of food hazards or contamination

Facilities

- Check calendar for training/visitors/meetings every day
- Organise crockery/cutlery/serviettes for meals as required
- Ensure that used crockery/cutlery/glassware is washed and returned to trolley after each meal
- Clean staff room refrigerators and freezers weekly
- Replenish tea, coffee, sugar, etc. in staff room as required

Communication:

- Communicate new or changed policies, practices and procedures to the team
- Keep abreast of organisational emails
- Be encouraging of change as part of continuous improvement
- Interact with organisational survey, focus groups, research and communication initiatives

Work Health and Safety

- Abide by all WHS organisational policies and procedures
- Report all WHS incidents
- Support and participate in organisational WHS campaigns
- Carry out work in a safe manner at all times

Relationships

Gowrie Victoria values strong professional relationships and respectful partnerships both internally and externally. Key relationships include, but are not limited to the following:

Key Internal Relationships

- › The incumbent must be able to build and maintain open, supportive and collaborative relationships with immediate colleagues and the broader organisation.

Key External Relationships

The incumbent must be able to build and maintain open, supportive and collaborative relationships with children, families and the broader community

Qualifications and Experience

- › A nationally recognised qualification in cooking (Certificate or Diploma) and/or significant experience within the ECEC sector
- › A current Food Handling Certificate
- › Working knowledge of the Victorian Food Act 1984
- › Demonstrated ability to work as part of a team

Values Alignment

Gowrie Victoria's purpose and strategy is underpinned by our Values which guide us in our daily practice, decision making and actions. To be successful at Gowrie Victoria you must possess the following attributes:

- › Demonstrate the flexibility to learn and grow;
- › Invest time in building relationships;
- › Consistently pursue higher standards;
- › Cultivate a friendly and supportive environment.

Employee Acceptance:

I, _____

of _____,

accept this Position Description which is aligned to, and in accordance with, the Contract of Employment with Lady Gowrie Child Centre (Melbourne) Inc. I accept all items, tasks, content and responsibilities outlined within this position description.

Employee Name

Employee Signature

Date: / /

Manager Name

Manager Signature

Date: / /