

Position Description	
Centre Cook This position description is a living document and may be updated at any time to reflect best practice standards and compliance requirements. In the event of an update/amendment, you will be notified and provided with an updated version.	

The role of Centre Cook is to report to the Nominated Supervisor, Responsible Person and/or the Approved Provider. As the Food Coordinator/Cook it is your role to plan and prepare nutritious, well-presented and appropriate meals and snacks for children within the centre and to generally assist in the functioning of the centre.

The Centre Manager will provide support to you, the Food Coordinator/Cook via regular communication, suggestions and feedback, group meetings and training.

As a Centre Cook you will support the service to, develop, drive and role model best practice throughout the service, and strive for excellence in all areas of the NQS.

1. Educational Program and Practice
2. Health and Safety
3. Physical Environment
4. Staffing
5. Relationships with Children
6. Partnerships with Families and Communities
7. Governance and Leadership

Your Performance will be assessed on the following key criteria:

- Food Safety Program & Centre Policies
- Compliance and Governance (internal and external)
- Reporting Requirements (internal and external)
- Quality Improvement Initiatives (as per the NQS)
- Assessment and Rating (against the NQS)

Compliance will be assessed against:

- Education and Care Services National Regulations
- Education and Care Services National Law Act 2010
- National Quality Standards
- Service Policy and Procedure
- Occupational Health and Safety Act 2004
- Occupational Health and Safety Regulations 2017
- Food Act 1984
- Australia and New Zealand Food Authority Standards
- Child Safe Standards
- Internal/External Audits & Council Inspections

Key Responsibilities:

To plan and display, in consultation with the Nominated Supervisor, a menu for all children in care which is nutritional, well balanced, suited to the dietary needs of the children, reflects a variety of cultural backgrounds and reflective of the centre policy on Nutrition:

- Menus are planned in accordance with the centre's nutrition policy and philosophy & achievement program
- Menus are flexible, with the Food Coordinator/Cook being willing to make changes to suit the needs of the children in consultation with the Nominated Supervisor.
- Food planned is nutritious, with each of the five food groups included across the day.

- Menu plans follow recommended dietary guidelines for children and promote low salt, low sugar and limit the use of preservatives, additives and food colouring.
- Menus accommodate the individual health needs of children and allergies and intolerances of children are documented and information referred to relevant persons.
- The menu is planned to accommodate cultural requirements and preferences.
- The menu changes regularly and reflects seasonal changes where fresh produce is used wherever possible.
- Meals are served on a regular schedule where individual needs for quantity and timing are accommodated.
- Changes resulting from feedback and evaluations are implemented as required.

Food provisions are purchased in accordance with the menu and budget requirements:

- Shopping lists are prepared and weekly budget allowances adhered to.
- Shopping is conducted as per centre policy in an efficient way.
- Purchased items are checked against the invoice and any discrepancies followed up.
- Auditing of food wastage is important and cooking less if there is a lot of wastage, checking bins and evaluating how much food is being thrown out

Presentation of meals is appetising and appealing to children:

- Food and drinks planned are appetising and provide variety in colour, shape, texture and taste.
- Children are encouraged to try different foods through attractive presentation.
- Meals and snacks are prepared according to the centres organised time frames.
- The temperature is always tested and appropriate before serving ALL children food and drinks.
- Healthy cooking methods are adopted.

Carries out health, hygiene and safety procedures according to Child Care Regulations, Occupational Safety and Health legislation, Duty of Care and the Centres policy and procedure documents:

- The food preparation area is only used for that purpose.
- All surfaces are cleaned and sanitised after food preparation.
- Hands are washed before preparing and serving food.
- Storage areas are kept well organised and clean.
- Food is stored in airtight containers and clearly labelled
- Personal hygiene procedures are adhered to at all times.
- Safe manual handling practices are observed (correct lifting and carrying techniques are always used.)
- All equipment is kept in working order and replaced as soon as issues arise.

Centre administration requirements are maintained:

- A file of recipes is kept and regularly updated.
- Menus and evaluations are filed according to centre policy in a well organised manner, accessible to relevant persons.
- Menu has been processed and approved via the Nutrition Australia "Menu Checker"

Staff maintains a professional approach and ensure all actions taken reflect the centres philosophy, policies and procedures:

- Concerns regarding centre policies and job responsibilities are reported to the Nominated Supervisor.
- Demonstrates knowledge of centres philosophy, policies and procedures.
- Collect current nutritional information and resources through various agencies and organisations to update knowledge and practice.
- Monitors, reviews and improves own work performance. Seeks out appropriate training options and discusses them with the Nominated Supervisor.
- Participates in regular self-appraisals as per centre policy to identify personal and professional training needs.
- Participates in developing new approaches towards the provision of the highest quality care.
- Maintains confidentiality in all aspects of centre operations.

Staff will work as a team to provide a quality service for the children and the centre:

- Works as an effective team member and within the defined position description.
- Complete tasks efficiently in a courteous and positive manner.
- Behaves in an appropriate manner which promotes team co-operation.
- Address any grievances in accordance with the centre policy.

Parents and staff interactions are open and friendly and children's needs are discussed:

- Families are consulted regarding the nutritional requirements for their child.
- Input and feedback from families regarding the menu is sought and changes made as appropriate in consultation with Nominated Supervisor/Area Manager.
- Prompt responses are made to parent queries and referrals made where appropriate.

Admin/Leadership:

- Ensure all requirements of the Education and Care Services National Regulations and Act are complied with at all times and reported to Nominated Supervisor.
- Keep abreast of legislative and/or service policy or procedure updates and ensure Nominated Supervisor is notified of any issues
- Utilise the services subscriptions/memberships to drive best practice within the service including (but not limited to):
 - Healthy Together Victoria Achievement Program
 - Anaphylaxis Australia
- Support administrative processes that are in place to support effective and efficient operations
- Ensure confidentiality is maintained at all times and records are stored in accordance with the legislative requirements
- Adhere to budgets as set by the Nominated Supervisor and/or Approved Provider
- Ensure mandatory documentation is completed accurately, reported and filed in accordance with regulation
- Ensure Policies and Procedures & food safety programs are adhered to.
- Contribute in the review of the services Policies and Procedures
- Develop, drive, role model and implement best practice standards in relation to the National Quality Standards (NQS)
- QIP – Contribute to the continuous improvement of the service
- Participate in staff events including:
 - Industry Events, Training/Development, Meetings, Information Evenings, Open Days
 - Contribute in events on the calendar
- Prepare and submit reporting requirements to (or for) the Approved Provider, as required.
- Ensure the Nominated Supervisor and/or Approved Provider is kept informed, updated and aware of any and all situations that may compromise the reputation or the service
- Ensure the Nominated Supervisor and/or Approved Provider is kept informed, updated and aware of any and all situations that may be considered a breach of the law, regulations, policies and procedures.
- Ensure the Nominated Supervisor and/or Approved Provider is made aware of (potentially) reportable situations as soon as possible to ensure reporting deadlines are complied with.

I have read the position description in full and declare that I am qualified, informed and capable of fulfilling the role in its entirety.

I undertake to fulfil the requirements of the position detailed in this document.

I understand that management reserves the right to amend this position description at any time.

I understand the Mayfield food safety program

Name:

Signed:

Date: