



**Position Description and Person Specification**

**Name of Occupant:**

**Position:** Cook, Moverly Children’s Centre

**Position Number:**

**Award Placement:** Grade 3

**Date Last Amended:** January 2011

**Department:** City Planning

**Section:** Community Development

**Unit:** Moverly Children’s Centre

**Position Title of Supervisor:** Coordinator Moverly Child Care

**Positions Reporting to this Position:**

**Direct:**

**Indirect:**

Teacher

NIL

Team Leader

Child Care Workers

**Delegations of Authority**

**NIL**

**Signature of Occupant**

**Date**

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**Signature of Supervisor**

**Date**

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## **1. Purpose of Position**

- 1.1** To plan, order and prepare nutritious, appropriate and varied lunches and Morning / afternoon teas for children attending Moverly Children's Centre.

## **2. Organisational Relationships**

- 2.1 Position Title(s) of Supervisor(s):**  
Coordinator Moverly Children's Centre

- 2.2 Position Title(s) that also report to Supervisor:**  
Teacher  
Team Leader  
Child Care workers

- 2.3 Title(s) of Positions that report to this Position:**  
NIL

## **3. Budget Management**

- 3.1 Expenditure:**  
\$ NIL

- 3.2 Revenue:**  
\$ NIL

- 3.3 Value of Contracts Managed:**  
\$ NIL

## **4. Challenges / Problem Solving**

- 4.1** To provide nutritious, appropriate, varied meals of high quality for children attending Moverly children's Centre within budget constraints.

## **5. Decision Making**

- 5.1** Decisions, in consultation with Director, relating to the provision of meals to children attending Moverly Children's Centre.

## **6. Communication**

<b>6.1 Within the Work Unit:</b>	All Centre Staff and Children
<b>Within Council:</b>	All Centre Staff and Children
<b>Outside Council:</b>	Parents Prospective Parents and their Children, students and Centre Visitors

## **7. Specific Accountabilities**

### **7.1 Accountabilities:**

- 7.1.1** Prepare menu and provide healthy nutritious snacks and meals based on the five food groups, taking account of the age, cultural backgrounds and special dietary needs of the children.
- 7.1.2** Prepare baby food as required and extra for freezing.
- 7.1.3** Provide a variety of colours and textures for children to taste, and to learn about food and nutrition.
- 7.1.4** Maintain kitchen cleanliness at all times by washing up regularly, including, kitchen appliances eg stove, refrigerator, dishwasher, etc.
- 7.1.5** Assist staff in preparations for cooking activities with the children and with serving and cleaning away after meals.
- 7.1.6** Undertake weekly and daily shopping for fresh food as required and monitor and order goods and supplies to ensure adequate levels for provision of meals, within budget constraints.
- 7.1.7** Organise orders for bulk purchasing and check deliveries to ensure adequate supplies are maintained at all times, within budget constraints.
- 7.1.8** Ensure Nutrition Policy, Australian Dietary Guidelines are adhered to, comply with the Education and Care Services National Regulation and participate in the National Quality Ratings and Assessment process.
- 7.1.9** Communicate effectively with team members, parents, children and the general community; participate in team meeting as required; and identify areas where improvement could be made and liaise with the Director
- 7.1.10** Ensure EEO, WH&S, the principles for a culturally diverse society and Council policies are complied with at all times.
- 7.1.11** Contribute to improved customer service and organisational effectiveness, by acting ethically, honestly and with fairness.
- 7.1.12** Other duties as requested by the Director.

### **7.2 Performance Measures:**

- 7.2.1** Demonstrates skill in observation, meal planning, implementation and outcomes
- 7.2.2** Parents and children receive a high level of customer service and high quality care

**7.2.3** Council policies and children's services regulations are adhered to at all times

## **8. Occupational Health and Safety**

### **8.1 Accountabilities:**

**8.1.1** Understands and applies all safe work method statements

**8.1.2** Participates in safety training as required and implements all practices as directed

**8.1.3** Reports all accidents, incidents and hazards to immediate supervisor

### **8.2 Performance Measures:**

**8.2.1** Safe Work method statements are followed

**8.2.2** Timely and effective training is undertaken

**8.2.3** All accidents, incidents and hazards to immediate supervisor in a timely manner

## **9. Financial Management Accountabilities**

### **9.1 Accountabilities:**

**9.1.1** Undertakes financial responsibilities in accordance with Council's policies and procedures

### **9.2 Performance Measures:**

**9.2.1** Council's policies and procedures followed

## **10. Corporate Accountabilities**

### **10.1 Accountabilities:**

**10.1.1** Understands and supports council's directions and acts in a manner consistent with its values

**10.1.2** Accepts delegated tasks and works productively with other team members to achieve team's outcomes

**10.1.3** Identifies internal and external customers and makes effort to meet their needs

### **10.2 Performance Measures:**

**10.2.1** Customers of the team and the department receive a high level of service

**10.2.2** Team performance targets are achieved

## **11. Knowledge, Skills and Experience**

**Essential Criteria:**

- 11.1** Basic training in Food Safety and Nutrition
- 11.2** Experience in preparing meals for groups of children
- 11.3** Experience in preparing nutritiously balanced meals
- 11.4** Ability to communicate on all levels with individuals and groups

**Desirable Skills and Abilities:**

- 11.5** Experience in organising for bulk buying
- 11.6** Ability to budget effectively
- 11.7** HLTAID004 Provide an emergency first aid response in an education and care setting
- 11.8** Certificate III in Children's Services