

Position Description

Children's Services Cook

Position profile

Business Unit	Recreation and Community Services	Position number	P10292 P10293
Department	City Life	Status	Part Time Permanent
Salary group		Date Endorsed	27 June 2017
Reports to	Education and Care Services Director		

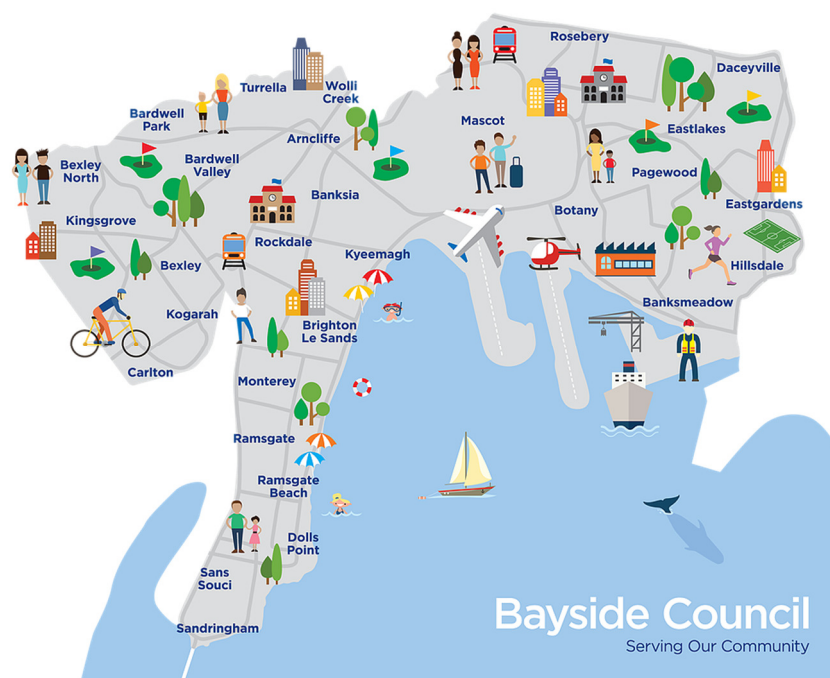
Overview

Bayside Council is an exciting place to work, live and play. The Bayside Council area covers approximately 50 square kilometres and over 160,000 people call Bayside home.

Bayside Council is the gateway to Sydney's south. With significant state infrastructure within our boundaries and key transport corridors between Port Botany, Sydney Airport and greater Sydney, change is everywhere and so are the opportunities.

By working together, we are making a difference across our Council, creating a great future.

This is an exciting opportunity for an innovative, customer centric and outcomes focused individual to be part of a modern, dynamic organisation that serves the Bayside community well.



Values

The following values were developed by Bayside Council employees and underpin our shared commitment in delivering our vision for the future.

The values guide us and define how we strengthen our working environment to deliver on the aspirations of our community.

- **Visionary Leadership** - We are all leaders - decisive, outward focused and forward thinking, setting the vision for Bayside Council today and into the future
- **Empowered People** - We are courageous and innovative - committed to making a difference in our work
- **Meaningful Relationships** - We support and invest in each other - creating a strong collaborative culture
- **Exceptional Service** - We go above and beyond – delivering an outstanding customer experience every time

Primary purpose of the role

Provide quality nutritious and well balanced meals on a daily basis for children in the service in line with individual needs and cultural requirements.

The role is responsible to plan, implement and deliver the menu in consultation with the Education and Care Service Director, Educators and families.

Key accountabilities

Within the area of responsibility, this role is required to:

- Develop, plan and implement a quality nutritious menu in consultation with Education and Care Service Director, children, families in line with regulatory requirements.
- Prepare, set up and serve a varied range of nutritious, tasty and well-presented meals for the children of the centre to cater for individual and cultural requirements, experiences and situations.
- Communicate openly, positively and respectfully to develop and maintain effective and respectful relationships with children, families, Early Childhood Professions and Regulatory Departments and ensure privacy and confidentiality is maintained.
- Maintain the kitchen, all equipment and utensils in a clean and hygienic manner and in working order, as well as ensure that the service cleaning schedule also meets the requirements of Australian Food Safety Standards, the Local Government Food Act and relevant Health Regulations requirements.
- Order stock in consultation with the Education and Care Service Director and reconcile all food orders against invoice to ensure accuracy and control of costs within budget.
- Source and purchase from local suppliers where possible and contribute to children's vegetable and herb gardens.
- Assess current providers to ensure the service receives the highest level of fresh quality food
- Complete food safety documents and reports and ensure ongoing food safety supervision to comply with external audit purposes.
- Undertake responsibilities as a Mandatory Reporter to follow and adhere to Child Protection guidelines
- Promote the positive and collaborative culture and values of the organisation through open, fair and transparent decision making and ethical, professional behaviour.

- Work in collaboration with and assist the team, manager and other key stakeholders to achieve business unit goals, work requests, demands and Council priorities.

Key challenges

- Delivering meals to support the aims, objectives and philosophy of the Service, Food Standards Australia requirements, and which adhere to the National Law and Regulations, National Quality Framework, Children's Services Policies and Procedures and Get up & Grow: Healthy Eating and Physical Activity for Early Childhood
- Identifying and resolving where possible or escalating arising issues to maintain a high level of child meal delivery
- Balancing community expectations and use of resources in a manner that delivers value for all stakeholders in an ethical, social and environmentally responsible manner

Role Dimensions

Decision Making





- Undertake responsibilities in a timely manner to meet expectations in terms of quality, deliverables and outcomes.
- Accountable for implementing the decisions made by the governing body, General Manager and Directors of Council.
- Guided by Council-agreed strategic plans, statutory guidelines and relevant legislation.
- Determine day-to-day work outcomes and is required to work with minimal supervision as well as part of a team.

Essential Requirements

- Accredited training in Food Safety / Handling and Nutrition.
- Relevant experience catering for 0 – 5year old children, including special dietary and cultural requirements.
- Current First Aid Certificate relevant to the role.
- Working with Children Check number (NSW).
- Knowledge of the National Law and Regulations, National Quality Framework, Australian Food Standards, the Local Government Food Act and Child Protection legislation and regulation.

Competency summary

Below is the full list of competencies adapted from the NSW Public Sector Capability Framework and the level required for this role. The competencies in bold are the focus competencies for this role. Refer to the next section for further information about the focus competencies.

NSW Public Sector Capability Framework		
Capability Group	Capability Name	Level
 Personal Attributes	Display Resilience and Courage	Foundational
	Act with Integrity	Foundational
	Manage Self	Intermediate
	Value Diversity	Foundational
 Relationships	Communicate Effectively	Foundational
	Commit to Customer Service	Foundational
	Work Collaboratively	Foundational
	Influence and Negotiate	Foundational
 Results	Deliver Results	Foundational
	Plan and Prioritise	Foundational
	Think and Solve Problems	Foundational
	Demonstrate Accountability	Foundational
 Business Enablers	Finance	Foundational
	Technology	Foundational
	Procurement and Contract Management	Intermediate
	Project Management	Foundational

Focus Competencies

The focus competencies for the role are the competencies in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

NSW Public Sector Capability Framework		
Group and Capability	Level	Behavioural Indicators
Personal Attributes Value Diversity	Foundational	<ul style="list-style-type: none"> Acknowledge and be responsive to diverse experiences, perspectives, values and beliefs Be open to the inputs of others Work to understand the perspectives of others
Relationships Commit to Customer Service	Foundational	<ul style="list-style-type: none"> Understand the importance of customer service Help customers understand the services that are available Take responsibility for delivering services which meet customer requirements Keep customers informed of progress and seek feedback to ensure their needs are met Show respect, courtesy and fairness when interacting with customers
Results Demonstrate Accountability	Foundational	<ul style="list-style-type: none"> Take responsibility for own actions Be aware of delegations and act within authority levels Be aware of team goals and their impact on work tasks Follow safe work practices and take reasonable care of own and others health and safety Escalate issues when these are identified
Business Enablers Procurement and Contract Management	Intermediate	<ul style="list-style-type: none"> Understand and comply with legal, policy and organisational guidelines and procedures in relation to procurement and contract management Conduct delegated purchasing activities, complying with prescribed guidelines and procedures Work with providers, suppliers and contractors to ensure that outcomes are delivered in line with time and quality requirements

Corporate Obligations

Budget	Council adopted budget for financial year.
Delegations	Decisions associated with this position are to be made in accordance with the Delegations of Authority approved by the General Manager.
Risk Management	Contribute to Council's risk management framework.
Integrated Management Systems	Continually review policies, procedures & processes to increase organisational effectiveness and efficiency and create a culture of innovation and continuous improvement.
Workplace Health and Safety	<p>Workers have overall responsibility, accountability and authority to ensure their workplace is a healthy and safe workplace for all workers and will have the following work health and safety (WHS) responsibilities:</p> <ul style="list-style-type: none"> • Participate in the implementation of WHS information within Council's Safety Management System (SMS) • Participate in consultation of WHS issues in their area of responsibility and WHS reporting, risk assessment and incident investigations • Develop the necessary knowledge and skills to effectively enable you to carry out your WHS responsibilities that are assessed through KPIs noted in your Individual Work Objectives • Wear personal protective equipment and follow safe work procedures, where relevant • Report all hazards, near misses, and incidents as soon as practical to Manager, Coordinator or Team Leader and no later than 24 hours following the event, and • Participate in incident investigations and risk assessments within 24 hours of notification. <p>INDOOR EMPLOYEE:</p> <p>To be aware of appropriate procedures in relation to safe manual handling techniques when undertaking work tasks, including:</p> <ul style="list-style-type: none"> • Lifting/moving files, storage boxes etc, • Moving equipment for set up and storage, • Moving tables and chairs for meetings or training, • Sitting and working posture when in meetings and at the workstation.
Code of Conduct	All staff are required to adhere to the Code of Conduct and associated policies, including, but not limited to Gifts and Benefits policy; Secondary Employment policy; Public Interest Disclosure policy; and Bullying & Harassment Prevention policy.
Customer Service	Provide quality customer service to external and internal customers in accordance with Council's values, policies and procedures.
Records Management	Comply with Council's Records Management policies, procedures and guidelines.

Disclosures of Interest

Disclose pecuniary interests (if a designated person in accordance with s 441 of the Local Government Act 1993).

Equal Employment Opportunity

Comply with EEO based legislation and Council's policies, procedures and guidelines.

HUMAN RESOURCES USE

Does this position fall under the definition of child related employment?	Yes
Does this position require incumbent to undergo criminal reference check?	No
Does this position require incumbent to demonstrate good driving record or possess a specific licence?	No
Specify licence:	
Will incumbent need to make disclosure of pecuniary interest?	No
Could there be a conflict of interest with secondary employment?	Yes