

SAMPLE JOB DESCRIPTION FOR CHILD CARE CENTRES

Children's Services Support Worker (Cook) Level 2

1. Title of position

Children's Services Support Worker (Cook) Level 2

2. Award /Agreement

Refer here to relevant NAPSA, PCSA, AWA, collective agreement or Child Care (South Australia) Award

Special conditions

- Possess skills, knowledge, experience and training above CSSW Level 1
- Work under routine supervision and undertakes duties consistent with skills and experience
- Attend in-service food safety training
- Ability to demonstrate skills and knowledge in food safety and hygiene
- Comply with health and hygiene requirements under the Food Safety legislation
- Attendance at out of hours meetings, training sessions and centre functions
- May be required to obtain a senior first aid certificate
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Note: Under the mandatory Food Safety Standards (2001) all staff involved in the preparation and serving of food must demonstrate appropriate skills and knowledge in food safety and hygiene. Training / Food Safety Information Kits are available from local councils.

4. Position objectives

- Work within the centre's philosophy of care and maintain confidentiality
- Support the centre's nutritional and kitchen hygiene requirements
- Develop continual learning practices to increase skills, knowledge and awareness of changes within the field of food and nutrition
- Liaise with the Director, staff team and health professionals in the provision of safe and nutritionally sound meals and snacks for children

5. Requirements of the job

Skills

- Effective communication skills
- Ability to interact with children in a positive, sensitive and respectful manner
- Ability to accept direction
- Ability to work autonomously and as part of a team
- Time management and organisational skills
- Ability to meet specific dietary needs of individual children under routine supervision
- Ability to receive food and store safely according to Food Safety legislation
- Ability to order supplies and to work within a budget under routine supervision
- Undertake cleaning duties in accordance with the Food Safety legislation
- Preparation of nutritionally balanced meals and snacks in accordance with current Dietary Guidelines for Australians

Knowledge

- Of safe food handling and preparation, including dietary specific meals
- Of Food Safety standards in respect to hygiene, storage and receiving food safely
- Of children's nutritional needs according to current Government dietary guidelines
- Understanding of the Quality Improvement and Accreditation System, particularly principles relating to nutrition, kitchen hygiene and safe food handling and storage

- **Experience and /or qualifications and/or training**

- Experience in food preparation
- Training in Food Handling and hygiene

6. Responsibilities and duties

- Take responsibility to read and understand the centre's philosophy, policies and procedures
- Responsible for the quality of her/his own work under routine supervision
- Incorporate equity principles into all practices
- Preparation of nutritionally sound meals and snacks under routine supervision
- Ordering of appropriate supplies within a prepared budget under routine supervision
- Maintain a clean and hygienic worksite
- Deal with kitchen emergencies or hazards appropriately and report to the director or, if unavailable, the interim person in charge as soon as possible

Occupational Health Safety and Welfare

- Take responsibility for reading and understanding relevant information
- Take reasonable care to protect her/his own safety in the workplace and avoid adversely affecting the health, safety and welfare of any other person through any act or omission, neglect or misconduct at work.

7. Organisational relationships

- Responsible to the director and through her/him to the Management Committee.
- Number of staff reporting to this position: None
- Number of volunteers reporting to this position: As directed by Management

8. Extent of authority

- Work under general direction and supervision of director
- There is freedom to act and use initiative within established guidelines
- Support students/volunteers/work experience people

DECLARATION

I have read the Children's Services Support Worker Level 2 (Cook) Job Description and agree to carry out the responsibilities and duties of this position diligently and to the best of my ability.

Name:

Date:

Signature:

Witness:

Position:

Date:

Signature:

