
SAMPLE JOB DESCRIPTION FOR CHILD CARE CENTRES

Children's Services Support Worker (Cook) Level 3**1. Title of position**

Children's Services Support Worker (Cook) Level 3

2. Award /Agreement

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

Special conditions

- Possess AQF Certificate III in Community Food Services or equivalent skills
- Support regular in-service training for staff on safe food handling
- Liaise with and work co-operatively with local council health authorities as required
- Work within and comply with the Food Safety Standards
- Attendance at out of hours meetings, training sessions and centre functions
- May be required to obtain a senior first aid certificate

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.

3. Position objectives

- Work within the centre's philosophy of care and maintain confidentiality
- Contribute to and support the centre's Food and Nutrition Policy
- Develop continual learning practices to increase professional 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 suitable food for children
- Plan and evaluate menus that are nutritionally sound and reflect the current Dietary Guidelines for Australians.

4. Requirements of the job**Skills**

- Effective communication skills
- Ability to interact with children in a positive, sensitive and respectful manner
- Ability to work autonomously and as part of a team
- Time management and organisational skills
- Implement food handling and personal hygiene practices according to Food Safety legislation
- Order supplies and work within a budget
- Receive and store food according to Food Safety legislation
- Prepare cyclic menus when required, that are varied and nutritionally balanced
- Evaluate menus to ensure appropriate nutritional content and balance
- Prepare daily meal plans that address the special needs of individual children

- Prepare menus that offer a range of suitable foods selected from current Australian Dietary Guidelines
- Utilise food preparation and cooking methods that maintain maximum nutritional value of foods

Knowledge

- Of children's nutritional needs according to current Government dietary guidelines
- Of the Quality Improvement and Accreditation System, particularly principles relating to nutrition, kitchen hygiene and safe food handling and storage
- Of safe food handling, and prevention of food-borne illness
- Of Food Safety Practices according to the Food Safety legislation:
 - Temperature control of potentially hazardous foods
 - Recording
 - Protecting food from contamination
 - The health and personal hygiene of persons who handle food
 - Receiving and storing food safely
 - Safe disposal of waste
 - Cleaning and sanitising

Experience and /or qualifications and/or training

- AQF Certificate III or equivalent skills
- Recognised training in Food Handling

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
- Incorporate equity principles into all practices
- Preparation of nutritionally sound meals and snacks in accordance with current recognised dietary guidelines
- Consistently work within the Food Safety legislation
- Ordering of appropriate supplies within a prepared budget
- Maintaining a clean and hygienic worksite according to Food Safety legislation
- 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: CSSW Levels 1 and 2
- 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 3 (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:

