

SAMPLE JOB DESCRIPTION FOR CHILD CARE CENTRES

Children's Services Support Worker (Cook) Level 1

1. Title of position

Children's Services Support Worker (Cook) Level 1

2. Award /Agreement

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

3. Special conditions

- Work under supervision with guidance and direction
- Ability to demonstrate skills and knowledge in food safety and hygiene
- Comply with health and hygiene requirements under the Food Safety legislation
- Attend 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 policies
- Undertake basic cleaning duties under supervision
- Undertake basic food preparation under supervision

5. Requirements of the job

Skills

- Ability to demonstrate good food hygiene and handling practices
- Effective communication skills
- Ability to accept supervision and seek direction
- Ability to interact with children in a positive, sensitive and respectful manner
- Developing time management and organisational skills
- Basic food preparation
- Cleaning of floors and other surfaces to maintain appropriate safety and hygiene in the kitchen area

Knowledge

- Demonstrates knowledge in food safety and hygiene



- Basic understanding of children's nutritional needs
- Basic understanding of Food Safety standards in respect to handling and storage guidelines
- Developing understanding of relevant Quality Improvement and Accreditation System principles

Experience and /or qualifications and/or training

- No formal qualification or training is required for this position
- An employee will progress to Children's Service Support Worker Level 2.1 after a period of 12 months or sooner if the employee is performing the duties of a support worker Level 2.1

6. Responsibilities and duties

- Take responsibility to read and understand the centre's philosophy, policies and procedures
- Responsible for the quality of own work, under supervision
- Prepare meals and snacks as directed and under supervision
- Work within the Food Safety Standards to maintain a safe and hygienic worksite
- Work within and contribute to the staff team
- Incorporate equity principles into all practices
- Report any emergency and hazard to immediate supervisor

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; none

8. Extent of authority

- Works under supervision
- Work outcomes are clearly monitored

DECLARATION

I have read the Children's Services Support Worker Level 1 (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:

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