

POSITION TITLE:	Early Childhood Service Cook
FTE:	0.2 (7.6 hours per week)
CLASSIFICATION:	Band 1, Level 3.3
DIVISION:	Early Childhood Education and Care Services
PROGRAM:	Early Learning Centre
LOCATION:	Frankston, as well as work performed at the request of the agency at any Windermere location
TENURE:	Ongoing
DATE:	August 2120

1. ABOUT WINDERMERE

Windermere is an independent community service organisation, working across south east Victoria to help those who need it most. Since our beginning more than 150 years ago, we have been working to create a stronger, more connected and supported community. Our support comes in many forms as we work together to find the right solutions for the many and varied complex issues faced by children, families and individuals in our community.

Our aim is to get in early by providing programs and services within five primary areas:

- Family Wellbeing to create positive behavioural changes, greater understanding and respond to violence and/or neglect
- Childhood Development, Education & Support including child care and services for children and adults with developmental delays and disability
- Assistance and support for victims of trauma, assault and/or violent crime
- Community Strengthening designed to respond quickly to critical and emerging needs.
- Homelessness services to support individuals and families to secure and maintain accommodation and to build capacity to reduce the cycle of homelessness

We believe that everyone is someone in our community and that is reflected in our approach with those we work with every day. Whilst we receive funding for some services from state and federal governments, others are funded solely by donors and sponsors to whom we are truly grateful.

2. OUR PURPOSE, VISION AND VALUES

Our Purpose:

We get in early to make a difference in the lives of individuals, families and communities

Our Vision:

A stronger, connected and supported community

Our Promise:

Our many services working together with you for a better life

3. KEY RESULT AREAS, RESPONSIBILITIES AND PERFORMANCE MEASURES

Key Result Areas	Responsibilities	Performance Measures
Key responsibilities	The role of the cook is to plan and provide nutritional balanced meals for the children in the care of the ELC. Maintain a clean and healthy work environment at all times. Plan menus and conduct regular WHS reviews, place orders as required in consultation with the Centre Director	Work with the team to cater for all children including medical conditions and dietary specifications. Conduct regular inspections and report any work health and safety issues to the Centre Director immediately and document and record using the maintenance WHS matrix.
Food Preparation	Preparation of the daily menu as outlined in the planned Menu. Record and document on the food safety plan	Food is prepared in accordance with the food safety plan Food safety audits are satisfactory and the standards of the class 1 kitchen are maintained. Children's individual needs are catered for and a high level of hygiene and food safety measures are maintained Items raising issues must be reported and recorded in line with the food safety plan
Stock control	Stock is ordered in line with the menu Food stored in an appropriate manner Regularly monitor the use by dates and quality of the stock	There is a working knowledge of stock available The budgets are monitored
Cleanliness, Hygiene & Safety	Ensure the highest level of Cleanliness, Hygiene & Safety is maintained at all times by following, hand washing procedures. Maintaining the cleanliness of the food preparation areas	Conduct regular assessment of hygiene standards in the kitchen Report any WHS issues to the Centre Director immediately and document and record using the maintenance WHS matrix. Maintain the food safety plan
Qualifications and training	Maintain all training in line with the key responsibilities outlined above	Participate in professional development opportunities Regularly review the menu in line with Nutrition Australia guide lines Maintain your food safety supervisor training, and other child related working conditions
Organisational expectations and directives in relation to policies and procedures and the organisation's purpose, vision and values	Familiarise yourself with and adhere to Windermere's Policies and Procedures, including the Code of Conduct, Human Resources policies and guidelines and Occupational Health and Safety obligations Demonstrate dedication and commitment to work in accordance with Windermere's values and behaviours Attend prearranged dates scheduled for supervision and organisation wide training, including organisation forums and on line induction and be actively involved in the 6-week induction review, 3 and 6-month probationary reviews and a recurring	Ensure policies, procedures and codes are complied with at all times Ensure all interactions are undertaken in accordance with the behaviours set, as outlined in the Code of Conduct 100% attendance at performance reviews. Completion of induction and orientation within set timeframes. Positively embrace and adopt change as it occurs.

	<p>annual performance review with the relevant supervisor</p> <p>Contribute to or participate in Continuous Quality Improvement (CQI) activities of the organisation, and will implement CQI strategies into their work practices</p> <p>Meet the challenges of change as it occurs within the service and organisation</p> <p>Attend or complete foundation and position specific training courses set by the organisation and attend or complete discretionary training as approved by the supervisor</p> <p>Actively assess, manage and where possible mitigate workplace risk including (OH+S), consumer related risk, reputation risk and personal risk.</p>	<p>Ensure arrangements are made so that 100% of courses are attended or completed.</p> <p>Report risk to the appropriate Windermere personnel and utilise current risk management tools and procedures available.</p> <p>Protect the rights, safety and wellbeing of children and provide a child safe environment</p>
--	---	--

The employee will be expected to perform other duties outside those set in the position description as directed from time to time which are within the employee’s skill, qualification, experience and competence level to meet the organisation’s operational needs.

The Position Description may be amended from time to time at the organisation’s discretion. Where there is inconsistency between KPI’s in this Position Description and those within the Organisation Objectives, the Organisation Objectives will stand.

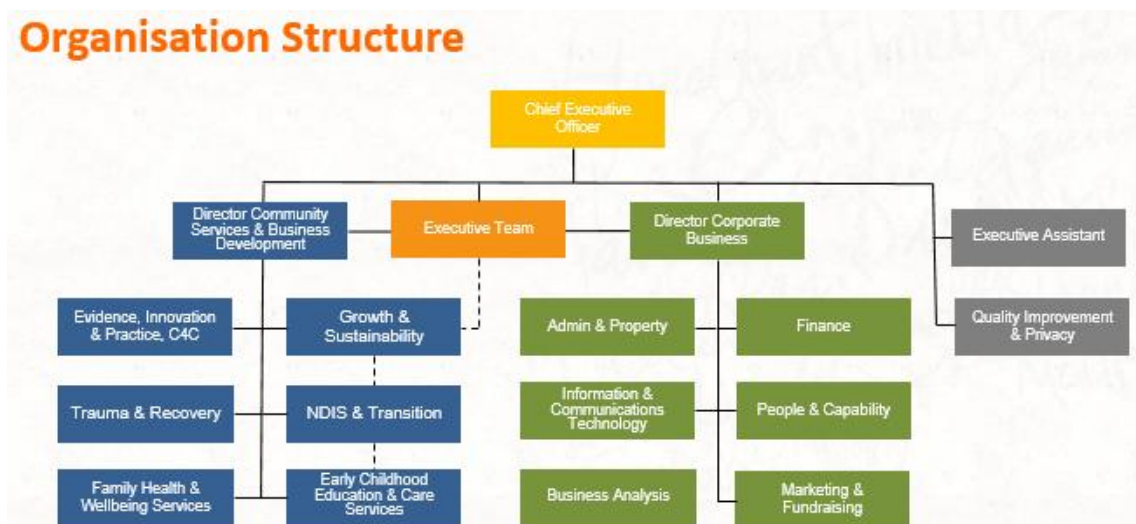
4. ORGANISATIONAL RELATIONSHIPS

LINE MANAGER: Director, Early Learning

SUPERVISES: Nil

INTERNAL RELATIONSHIPS: Windermere colleagues across all programs in the organisation, families, early learning team

EXTERNAL RELATIONSHIPS: DET, Monash University, ACECQA, and inclusion support services



5. KEY SELECTION CRITERIA

- Qualification / Certification in Food Safety Supervisor Training for Aged Care & Child Care
- Demonstrated experience cooking for large groups
- Demonstrated understanding of the relevant food safety requirements and plans
- Qualifications and skills are maintained
- Current Victorian Drivers' License
- Willingness to undertake relevant pre-employment screening and checks

6. APPLICATION DETAILS

To maximise your opportunity for employment, it is recommended that you provide the following information:

- Covering application letter briefly addressing the Key Selection Criteria
- Current Resume

I have read this document and agree to undertake the duties and responsibilities listed above.

I acknowledge that:

- The PD is an indication of the duties and responsibilities that I may be required to undertake. Additional or other duties and responsibilities may be allocated to me. Where additional training and support is required to fulfil extra or other duties of a similar level of responsibility, it will be provided within the guidelines of Windermere's Training and Development policy.
- The PD will be reviewed regularly in consultation with me.
- The Key Performance Indicators (KPIs), where included in this document, are indicative. KPIs will be set by the immediate supervisor in discussion with me, for each year (or another set period) and my performance reviewed against those KPIs.

Occupant:

Name: _____

Signature: _____ Date: _____