

## POSITION DESCRIPTION

<b>Title:</b>	<b>Early Childhood Centre Chef</b>
<b>Enterprise Agreement:</b>	ACT Children's Services
<b>Classification:</b>	Early Education and Care Employee Level 4, salary depends on qualifications and experience.
<b>Usual work location:</b>	Anglicare @ Southern Cross Early Childhood School
<b>Cost Centre:</b>	138
<b>Usual hours of work:</b>	Casual up to 64 hours a fortnight
<b>Position Objective:</b>	To be responsible for the preparation, implementation and evaluation of menus ensuring that the individual needs of children are met, ordering and maintaining stock level. To ensure that all compliance requirements are met with relevant food safety regulations and standards. To maintain high standards of hygiene and cleanliness.

**Position Responsibilities: Personal and Professional Development:**

Continually develop both personally & professionally to meet the changing needs of your position, career & industry.

Plan, develop and implement menus according to the long day requirements.

Ensure the kitchen is always kept clean and hygiene is of the highest standard.

Ensure the menu is planned in conjunction with the ACT Public School Food and Drink Policy 2015.

Attend all training sessions provided by the organisation and be actively involved in other training & development as required.

Actively participate in the Performance Improvement process as required.

Attend staff meetings, team development and planning seminars as required.

**Communication:**

Act in a professional manner at all times.

To work in partnership with the Director to ensure a harmonious working environment.

Positively promote the organisation both internally & externally.

To provide prompt and courteous service to all children, families, colleagues and the community.

Maintain confidentiality on all issues relating to the organisation, the children, families & colleagues.

Ensure processes are in place to communicate with staff and families regarding the program and routines.

Treat all children & families with respect & equality, whilst being responsive to their needs.

Dress and personal presentation to reflect the organisation and/or industry standards and regulations at all times.

**Documentation:**

Ensure that all documentation is accurate, completed and stored in a professional and timely manner.

Ensure menus meet the ACT canteen standards, are relevant and up to date to ensure others can read them easily.

To maintain appropriate and up to date records as recommended by legislation, centre policies and procedures.

**Application:**

To notify the centre Director or Children's Services Manager of any matters relating to concern for the

well-being of any children.

To endeavor to establish warm, nurturing relationships with each child colleague, and the children you will come into contact with.

To ensure you are stringent with children's allergies/intolerances.

To ensure ordering is completed as required and stock levels are maintained.

To demonstrate commitment to implementation of the Sanctuary Model.

To ensure that all regulations, licensing guidelines, Centre and school policies and procedures are observed.

To ensure that all compliance requirements are met with relevant food safety regulations and standards.

To assist in providing a safe, physical environment, ensuring your environment is maintaining a high standard or hygiene and cleanliness.

To ensure that all regulations, licensing guidelines, Centre and school policies and procedures are observed.

To work as a member of the Centre and Agency team;

To be actively involved in the Quality Improvement system;

To positively promote the Centre to the general public;

To perform other such duties as the Centre Director may from time to time require.

In addition to these responsibilities and duties, you are expected to undertake such other responsibilities and duties that may from time to time be assigned by Anglicare.

**Teamwork:**

Be aware of, and practice according to, the organisation's mission, objectives core values and strategies.

Demonstrate the ability to work consistently and provide positive direction within a team to achieve team goals.

Work harmoniously with other team members to achieve excellence in every aspect of service delivery.

Maintain and initiate regular and professional communication with all relevant colleagues and managers.

Work in alignment with the Sanctuary Model Pillars, Anglicare's Values, and Anglicare's Code of Conduct.

**Continuous Improvement:**

Demonstrate an understanding of all relevant external legislation & internal policies and procedures that relate to this position and the organisation.

Participate in and contribute to quality improvement programs and other organisational activities to meet Organisation, Centre and Accreditation Standards.

To reflect on centre practices and work with the Director to develop and maintain the centre's quality improvement plan.

Participate and contribute in occupational health and safety activities to ensure a safe work environment for children, families, staff and visitors.

**Key behaviours:**Child and Family Focus

Recognises, anticipates and focuses on specific client needs and advocates on behalf of the client.

Personal and Professional Development

Engages in and instigates professional development, conversations and research.

Communication

Communicates clearly and accurately – listens to and understands the views of others.

Team Building

Promotes the achievement of results through cooperation and joint efforts between team members.

Interpersonal

Establishes cooperative and productive relationships by understanding and responding to the needs of others.

**Key skills:**

- The ability to provide a menu that will cater for children's dietary requirements and needs
- The ability to motivate and inspire excellence.
- The ability to drive nutritional change.
- The ability to engage and interact with children.
- The ability to communicate effectively with families.
- Develop a clear understanding of the routines and needs of individual children.
- The ability to work as both a leader and a member of a team.
- Excellent written and verbal communication skills.
- To be motivated to learn and improve practices.
- A desire to be the best you can be.

**Key knowledge areas:**

- To ensure that all regulations, licensing guidelines, Centre and Agency policies and procedures are observed;
- To understand and be actively involved in the National Quality Improvement processes;
- Be aware of, and practice according to, the organisation's mission, objectives core values and strategies.
- Be aware of and practice according to the centre's philosophy and goals.
- Demonstrated understanding of all relevant external legislation & internal policies and procedures that relate to this position and the organisation.

**Key experience:**

- Experience working in a kitchen in a long day care centre.
- An understanding of the needs of children and families and how to meet them.
- An understanding of the dietary requirements of children and how to meet them.

**Qualifications:**

- Certificate III in commercial cookery
- Current First Aid Certificate

**Reports to:**

Centre Director