

# Position description


 Greater together

Position title:	Children's Centre Cook
Institute/School/Centre/ Directorate/VCO:	Commercial Services
Campus:	SMB Campus.
Classification:	Within the HEW Level 2 range
Time fraction:	Part-time
Employment mode:	Continuing employment
Probation period:	This appointment is offered subject to the successful completion of a probationary period.
Further information from:	Sally Matthews, Coordinator, Children's Centre Telephone: (03) 5327 8184 Email: <a href="mailto:s.matthews@federation.edu.au">s.matthews@federation.edu.au</a>
Recruitment number:	JR101161

## Position summary

The Children's Centre Cook is responsible for the purchase, preparation and provision of nutritious meals for all children at Federation Children's Centres at the Gippsland Campus, while meeting the requirements of the Food Safety Act 1984.

## Portfolio

Federation Children's Centres at Mt Helen, SMB and Gippsland Campuses provide early childhood education including kindergarten and childcare up to the year before school. The Centres cater for families of Federation University staff, students and the local community. The Centres operate offer between 75-80 places, opening at 8:00 AM (7:00 AM Gippsland) and closing at 6:00 PM weekdays.

Federation Children's Centres provides research and demonstration facilities to the Institute of Education, Art and Community and Federation University TAFE Children's Services students.

## Background

At Federation University, we are driven to make a real difference to the lives of every student, and to the communities we serve.

We are one of Australia's oldest universities, known today for our modern approach to teaching and learning. For 150 years, we have been reaching out to new communities, steadily building a generation of independent thinkers united in the knowledge that they are greater together.

Across our University and TAFE campuses in Ballarat, Berwick, Gippsland, and the Wimmera, we deliver world-class education and facilities. With the largest network of campuses across Victoria, we are uniquely positioned to provide

pathways from vocational education and skills training at Federation TAFE through to higher education.

To be successful at Federation University you must be willing to enthusiastically embrace the University's ambition as expressed in the 2021–2025 University Strategic Plan and share the University's values of:

**INCLUSION**, we celebrate our diversity, particularly valuing Aboriginal and Torres Strait Islander cultural heritage, knowledge and perspectives.

**INNOVATION**, we are agile and responsive to emerging opportunities.

**EXCELLENCE**, we act with integrity and take responsibility for achieving high standards.

**EMPOWERMENT**, we create a supportive environment to take informed risks in pursuit of success.

**COLLABORATION**, we establish genuine partnerships built on shared goals.

### Key responsibilities

1. In consultation with staff, plan and implement nutritious menus for morning tea, lunch, afternoon tea and other meals as appropriate for up to 80 children, ranging in age from 6 weeks to 6 years.
2. Order and arrange for the delivery of food, drinks and groceries.
3. Clean and maintain the kitchen environment and equipment to ensure cleanliness and safety adheres with the requirements of a Class 1 Food Premise, including the laundering of kitchen linen.
4. Maintain a sound knowledge of the Food Safety Act and food handling requirements. Ensure the Federation Children's Centres food safety policy is reviewed, in collaboration with the Coordinator, Children's Centre.
5. Ensure that all staff have adequate knowledge of the food handling requirements delivered through regular staff meetings and training.
6. Maintain accurate records in relation to the Food Safety Act and Centre Food Safety Policy.
7. Liaise with parents and staff on children's individual nutritional requirements and preference, including children's allergies and religious preferences. Ensure that substitute food is available for children unable to eat specific foods due to allergies, intolerances, family or children's preferences.
8. Liaise with the Coordinator, Children's Centre and provide clear, concise and timely information and advice in relation to maintenance, and equipment requirements.
9. Be a positive and communicative role model to co-workers, children, students and families and participate in staff meetings, professional development/training and parent meetings.
10. Provide birthday cakes for children on request from parents.
11. Ensure the menu choices and proportions of meals offered are age appropriate and adjusted as children and grow and develop over the year.
12. Provide a nutrition and kitchen report for all newsletters and staff meetings. Assist with the delivery and collection of meals to the children's rooms.
13. Provide additional meals for Centre functions and observation groups visiting the centre as required.
14. Ensure menus are consistent with the current recommended daily dietary requirements and ensure all daily meals cover the appropriate food groups over the day/week.
15. Provide opportunities for parents, staff, students and the community members to share meals with the children.
16. Encourage parent participation in the menu planning process and survey or ask for feedback on a regular basis to ensure meals reflect the current needs of families and the centre community.
17. Encourage a partnership with parents, staff and the community through providing information regarding menus, health and broader nutrition issues.
18. Maintain a written display in advance of menus, including the ingredients and nutritional value of the meals. Ensure recipes of all meals are available for all families.
19. Contribute to FedUni Children's Centres quality improvement plan through the National Quality Standard (NQS) and ensure that practices and meals reflect the quality standards and EYLF outcomes.

20. Assist in Children's Food and nutrition related curriculum activities, both spontaneous and planned.
21. Ensure that the centre has a sustainable approach to menu planning, foods and supplies.
22. Signed consent to be a staff member in a research and demonstration Early Childhood Education Centre.
23. Reflect and embed the University's strategic plan, and operational purpose, priorities, and goals.
24. Embed effective risk management practices to ensure continuous service delivery. Participate in training and exercises to remain prepared for potential disruptions.
25. Undertaking the responsibilities of the position adhering to:
  - the Staff Code of Conduct, Child Safe Code of Conduct, and Conflict of Interest Policy and Procedure;
  - Equal Opportunity and anti-discrimination legislation and requirements;
  - the requirements for the inclusion of people with disabilities in work and study;
  - Occupational Health and Safety (OHS) legislation and requirements; and
  - Public Records Office of Victoria (PROV) legislation.

## **Level of supervision and responsibility**

The Children's Centre Cook works under the routine supervision of the Coordinator, Children's Centre and is required to work under broad direction with independence in day to day sequencing of activities.

The Children's Centre Cook is expected to use judgement in solving daily issues which arise in the busy environment. The position must also assess and recommend safety needs to ensure a secure and safe environment, and maintain appropriate records and information relating to food safety and meals. The Children's Centre Cook is expected to have knowledge of and be able to apply The Food Safety Act 1984, National Quality Framework, National Regulations, National Quality Standard, Occupational Health and Safety requirements and FedUni Children's Centres and University policies and procedures.

## **Position and organisational relationships**

The Children's Centre Cook is under the routine supervision of the Coordinator, Children's Centre in providing Early Childhood Education services to the University Community. The position will work as part of the Federation Children's Centre's team and maintain the confidentiality of Centre families and team members at all times.

## **Key selection criteria**

Applicants must demonstrate they are able to undertake the inherent responsibilities of the position as contained in the position description and are able to meet the following key selection criteria:

## **Training and qualifications**

1. Completion of:
  - Level 2 Food Handlers Certificate
  - An equivalent combination of experience and training.
2. Hold a valid Working with Children Check (WWCC) or hold a current registration with the Victorian Institute of Teaching (VIT).

## **Experience, knowledge and attributes**

3. A sound knowledge of the Food Safety Act 1984.
4. General understanding of the legislative and regulatory requirement for Early Childhood Education and Care as well as an understanding of the National Quality Framework, National Regulations and National Quality Standard.
5. Demonstrated knowledge of health and safety requirements specific to Early Childhood Education Services.
6. Demonstrated well-developed organisational and effective communication skills including conflict resolution skills.

7. Demonstrated communication and interpersonal skills to communicate and relate with a diverse range of children, parents and staff.
8. Demonstrated ability to work with initiative independently and collaboratively within a team environment.
9. Demonstrated working knowledge and application of the Child Safety Standards.
10. Demonstrated knowledge and application of appropriate behaviours when engaging with children, including children with a disability and from culturally and/or linguistically diverse backgrounds.

***The University reserves the right to invite applications and to make no appointment.***

*It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.*