

# Position description

Greater together 

Position title:	Children's Centre Cook
Institute/School/Centre/ Directorate/VCO:	Commercial Services and Technology Parks
Campus:	Gippsland Campus
Classification:	Within the HEW Level 3 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: s.matthews@federation.edu.au
Recruitment number:	JR101377

## Position summary

The Children's Centre Cook plays a central role in supporting the health and wellbeing of children within Federation's early childhood services. The role is responsible for the end-to-end coordination and delivery of food operations, including menu planning, the accommodation of individual dietary requirements and adjustments and the preparation and service of nutritious and balanced meals. The position is accountable for ensuring food safety compliance and for meeting all requirements of the Food Safety Act 1984.

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. Each Centre offers between 75 and 80 places and operates on weekdays from 8:00 AM to 6:00 PM (with the Gippsland campus opening at 7:00 AM).

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. Plan, coordinate and deliver nutritious and balanced menus for all daily meals for up to 80 children aged from 6 weeks to 6 years, in consultation with centre staff and families.
2. Manage end to end food operations, including procurement, ordering, storage and preparation of food and supplies, ensuring efficient use of resources.
3. Manage and maintain the kitchen environment, equipment and systems to ensure compliance with Class 1 Food Premises requirements, including cleaning schedules and laundering of kitchen linen.
4. Apply and maintain specialist knowledge of the Food Safety Act 1984, food handling requirements and menu planning guidelines and contribute to the review and continuous improvement of the Children's Centres Food Safety Policy.
5. Maintain accurate food safety, hygiene and compliance records in line with legislative and organisational requirements.
6. Assess and accommodate individual dietary, allergy, medical, cultural and religious needs, ensuring appropriate substitute meals are safely prepared and provided.
7. Provide informed advice to the Coordinator, Children's Centre on kitchen operations, maintenance issues, equipment needs and opportunities for operational improvement.
8. Support staff understanding of food safety and handling requirements through information sharing, guidance and participation in meetings and training.
9. Monitor and adjust menu offerings to ensure age-appropriateness, nutritional balance and alignment with current dietary guidelines across daily and weekly menus.
10. Prepare nutrition and kitchen information for newsletters and staff meetings and coordinate the delivery and collection of meals to children's rooms as required.
11. Provide catering support for centre events, functions, observation groups and special activities.
12. Promote family and community engagement through menu transparency, shared meal opportunities and access to nutrition information, recipes and ingredient lists.
13. Contribute food and nutrition expertise to curriculum activities and the Children's Centres Quality Improvement Plan, ensuring alignment with the National Quality Standard (NQS) and Early Years Learning Framework (EYLF).
14. Support financial and environmentally sustainable practices in menu planning, food sourcing and supply management.
15. Act as a positive professional role model, participating in staff meetings, professional development and parent engagement activities.
16. Operate in alignment with the University's strategic plan, values and operational priorities, embedding effective risk management practices and supporting service continuity.
17. Reflect and embed the University's strategic plan, and operational purpose, priorities, and goals.

18. Embed effective risk management practices to ensure continuous service delivery. Participate in training and exercises to remain prepared for potential disruptions.
19. 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 supervision and direction of the Coordinator, Children's Centre and operates with autonomy in the day-to-day organisation and sequencing of work. The role applies judgement in managing routine operational issues, assessing and recommending safety and risk controls and maintaining accurate food safety and meal related records/guidelines.

### **Position and organisational relationships**

The Children's Centre Cook reports to the Coordinator, Children's Centre, contributing independently within a multidisciplinary team to the delivery of early childhood education services to the University community. The role is responsible for collaborating with colleagues and maintaining the confidentiality of children, families and staff in accordance with centre and University requirements.

### **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
  - National Child Safety Training and Protection Children- Mandatory Reporting and other obligations (Early Childhood)- Department of Education- Victoria
  - 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. Demonstrated comprehensive working knowledge and application of the Food Safety Act 1984, including the ability to interpret requirements and ensure day-to-day compliance within an early childhood setting.
4. Sound 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 and application of occupational health and safety requirements relevant to Early Childhood Education Services, including identifying risks and implementing appropriate controls.
6. Demonstrated well-developed organisational and effective communication skills including the ability to manage competing priorities, provide clear information and resolve routine issues or conflicts in a professional manner.
7. Demonstrated interpersonal skills to communicate and relate with a diverse range of children, parents and staff.
8. Demonstrated ability to work with initiative and autonomy, while contributing effectively as part of a collaborative 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.*