

## 3.1.9 COOK

<b>Responsible to:</b>	The Board of Management of Illawarra Area Child Care Ltd.
<b>Reports to:</b>	Service Director.
<b>Salary &amp; Conditions:</b>	In accordance with Children's Services Award 2010
<b>Essential Qualifications:</b>	Understanding and willingness to follow basic food safety practices. Plan and evaluate meals and menu's to meet recommended dietary guidelines.

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### **GENERAL RESPONSIBILITIES**

- To comply with and ensure that the policies and procedures of IACC are implemented.
- To be aware of and comply with all Government Legislation and Regulations pertaining to children's services.
- To assist in the successful implementation of the National Quality Standards.
- To be aware of and comply with Work Health and Safety Regulations.
- To work according to the Code of Ethics of the Australian Early Childhood Association, as adopted by IACC.
- To work as a member of a co-operative team by respecting and supporting colleagues, and developing positive channels of communication to ensure a smooth running service.
- To comply with legislation relating to Education and Care and Protection
- To be aware and comply with all regulations pertaining to food handling and hygiene.
- To participate in ongoing professional development and training programs.
- To maintain appropriate levels of confidentiality.
- To develop and evaluate own professional goals with the service director.
- To perform any other duties as required by the service director or IACC management.
- To keep up to date with current developments in the Early Childhood sector relating to children's dietary requirements and health.

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### Key Performance Indicators (KPIs)

<b>1. General</b>	
<b>Responsibilities</b>	<b>Performance Measure</b>
<ul style="list-style-type: none"> <li>• To promote and facilitate positive communication between the families, director, educators and IACC Management. To ensure the service director is informed of any problem arising, which would affect the children or the smooth running of the service.</li> <li>• To be a resource to families and staff in relation to nutrition, food handling and storage.</li> <li>• To ensure all children with allergies/special diets are catered for to attend Cooks/IACC network meetings.</li> <li>• To provide a safe, supportive, stimulating and educational environment where children, families and staff feel welcome.</li> <li>• To develop and maintain positive relationships with colleagues which are fair, professional, supportive and respectful. Ensure food prepared from menus for children are delivered on time.</li> </ul>	<ul style="list-style-type: none"> <li>• To assist in organising a pleasant, welcoming and safe environment of children, families and employees.</li> <li>• Use communication mechanisms such as newsletters, notice boards, surveys and daily informal contact.</li> <li>• Share information with colleagues and families.</li> <li>• Contribute to the service newsletter to inform families of recipes and tips in the kitchen.</li> <li>• Meet with families to discuss special diets.</li> <li>• Ensure the allergy/special diet chart is displayed in the kitchen and up to date.</li> <li>• Attendance at network meetings.</li> <li>• Kitchen door to be closed at all times when leaving the kitchen area.</li> <li>• Noise level is appropriate and does not interfere with purposeful activity</li> <li>• Works collaboratively with all colleagues</li> <li>• Effective use of time.</li> </ul>

<b>2. Menu Planning and Food Preparation</b>	
<b>Responsibilities</b>	<b>Performance Measure</b>
<ul style="list-style-type: none"> <li>• To work with the Director and educators to plan and prepare meals for the children including lunch, morning tea, taking into consideration;             <ul style="list-style-type: none"> <li>○ Nutrition requirements of the age group</li> <li>○ Cultural and religious differences</li> <li>○ Additional needs of the individual child</li> <li>○ Special needs of the 0-2 year olds</li> <li>○ The labour, facilities and financial resources available</li> </ul> </li> <li>• To maintain adequate supplies of provisions that will meet the requirements of the planned menus and ascertain accuracy of food orders delivered to the service.</li> </ul>	<ul style="list-style-type: none"> <li>• Display two weeks of menus for families and any changes to menus as necessary.</li> <li>• Place orders for bulk food supplies on a regular basis as agreed with the Director.</li> <li>• Supplies of fresh products are adequate to meet the weekly/daily requirements of the service.</li> <li>• There is an adequate fresh vegetable supply is kept for the babies.</li> <li>• There are fresh supply of boiled water is kept in the fridge for the babies.</li> <li>• Children's allergies and cultural requirements are catered for.</li> <li>• Follow IACC's Food Safety Program</li> <li>• Check menu for the next day and</li> </ul>

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<ul style="list-style-type: none"> <li>• Ensure that all food is stored in compliance with Health Regulations.</li> </ul>	<p>ensure meat is transferred to the fridge for thawing if required and supplies necessary to fulfil the menu is on hand.</p> <ul style="list-style-type: none"> <li>• Stock is rotated.</li> <li>• Food costs are kept within budget.</li> <li>• Unpack all food orders and reconcile against invoice.</li> </ul>
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3. Cleaning	
Responsibilities	Performance Measure
<ul style="list-style-type: none"> <li>• To keep kitchen area clean at all times ie. Cupboard doors, bench tops.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure the requirements of the service cleaning schedule are met.</li> <li>• Ensure that all appliances are cleaned on a regular basis.</li> <li>• Ensure all serving trolleys and trays are cleaned on a regular basis.</li> <li>• Windowsill to be cleaned and cleared each day and floor swept, garbage bin emptied prior to leaving.</li> </ul>

4. WHS	
Responsibilities	Performance Measure
<ul style="list-style-type: none"> <li>• To assist the director in all duties relating to the maintenance and cleanliness of the service.</li> <li>• Responsible for personal health and safety.</li> <li>• To actively promote safe work practices.</li> <li>• To notify the director and IACC management immediately about any injury to themselves that may result in a workers compensation claim.</li> <li>• To follow the daily routine of the kitchen as displayed.</li> <li>• To ensure adequate cleaning supplies are kept in the kitchen</li> </ul>	<ul style="list-style-type: none"> <li>• Adhere to and promote the WHS Policies and Procedures of IACC</li> <li>• Identify and reports WHS problems, where evident, in processes or systems.</li> <li>• Attend to incidental cleaning and housekeeping.</li> <li>• Ensure that all chemicals in the kitchen are stored in compliance with WHS.</li> <li>• Prior to leaving each day, ensure the stove cut-off switch is turned on, ceiling fan is turned off and dishwasher filter cleaned.</li> </ul>

I understand and accept the duties and responsibilities of this job description

Employee Name \_\_\_\_\_

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Supervisor Name \_\_\_\_\_

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Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_