



Position Description

Little Swaggies Cook

Applications closes:
5:00pm 18 October 2024

Position title

Little Swaggies Cook

Position number

COM10324

Department

Community Services

Classification

Level Cook Queensland Local Government Industry (Stream B) Award 2017 and
Winton Shire Council Enterprise Bargain Agreement 2023 as varied (\$61,073.48)

Terms of employment

Casual Relief approx 3 months – commences asap.

Supporting documents

Employee Code of Conduct

Workplace Health & Safety Responsibilities

Winton Shire Council Drug and Alcohol Policy

Organisational environment

Winton Shire Council's Mission Statement is:

"Through meaningful engagement, implement a range of strategies that cater to people from all walks of life, our community needs and aim to enrich our lifestyle and preserve our heritage".

Winton Shire Council's Vision is:

"To grow our community and explore exciting, new and innovative opportunities which will retain existing and attract new people with whom we can share our unique lifestyle and rich heritage".

Winton Shire Council's Corporate Values are:

Accountability:

The ethical concept associated with responsibility, enforcement, blameworthiness, transparent process, liability, and other terms associated with being answerable for the trust that is bestowed by those whom we serve.

Effectiveness:

The idea of carrying out a program or process that is entirely adequate to accomplish the purpose that has been identified as a goal or aspiration.

Efficiency:

The concept that in the process of pursuing or effecting any program, procedures, or task where all wastage is minimised.

Sustainability:

Is the capacity to maintain a certain process or state indefinitely? When applied in an economic context, a business is sustainable if it has accepted its practices for the use of renewable resources and is accountable for the environmental impact of its activities.

Meaningful Community Engagement:

Encompasses the principle of seeking the views and opinions of the Community. This is to be through an effective committee system and public consultation process as part of Council's decision making methodology.

Good Governance:

This describes the process of decision-making and the process by which decisions are implemented (or not implemented), hereby, public institutions conduct public affairs, manage public resources, and guarantee the realisation of human rights. Good governance accomplishes this in a manner essentially free of abuse and corruption and with due regard for the rule of law.

Ethical and Legal Behaviour:

Ethical behaviour is characterised by honesty, fairness, and equity in all interpersonal relationships. Ethical behaviour respects the dignity, diversity and rights of individuals and groups of people. When coupled with legal behaviours there is an expectation that there will be a penalty for conduct that breaches any law statute or regulation.

Organisational relationships

Reports to:

Nominated Supervisor

Supervision of:

N/A

Internal Liaisons

All Departments of Council

External liaisons

Clients and Stakeholders Winton Community

Position objectives

The position of Cook within the Child Care Centre involves the provision of healthy and nutritious meals for the children attending the Service. Including but not limited to:

- The preparation of a diverse range of healthy, nutritious, and economical meals and snacks for children aged from birth to school age.
- To order food supplies to ensure that adequate store of basic food items is available at all times.
- To manage the kitchen area to ensure that the highest standards of hygiene, food preparation, handling and safety practices are maintained.
- Evaluate and collaborate on new menu ideas with all stakeholders and reflect the changing needs of the service and diversity of families across the service.
- Comply with the Food Safety Plan and complete all associated records accurately.
- Maintaining a clean, safe, and healthy environment.
- Ensure workplace health and safety steps including risk minimisation are taken to reduce the risk of injury or illness.

The Cook reports to and works closely with the Nominated Supervisor and other educators at the service and must maintain collaborative and productive working relationships with all staff within the Service.

Organisational commitment

Corporate

All Local Government employees are required to comply with relevant Acts and regulations, Council's policies and procedures as amended from time to time.

Confidentiality and improper use of information

All Council documents and information are treated with complete confidentiality. Information gained during employment with Local Government must not be used to gain advantage, or to cause detriment to the Local Government.

Continuous quality improvement

All employees are encouraged to embrace the concept of Continuous Quality Improvement

(CQI) within the workplace. This will encourage creativity and innovation and identify and implement improved ways of doing things through this structured process.

Workplace Health and Safety

All employees have a duty under the *Workplace Health and Safety Act 2011* Section 28. Workers and any other person includes Council employees as well as contractors, sub-contractors, labour hire workers, trainees, apprentices, work experience students, volunteers and visitors. Workers and any "Other Person" who enters Council workplace must apply the WHS Duty of reasonable care.

Reasonable care

This includes:

- Taking reasonable care for his or her own health and safety
- Taking reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons
- Complying, so far as the worker is reasonably able, with any reasonable instruction that is given by an authorised officer of Council to allow the person to comply with a WHS requirement
- Cooperating with any reasonable policy or procedure of Council relating to health or safety at the workplace

Worker Responsibilities include:

1. Attending and participating in pre-start meetings as required, to identify any potential WHS issues and implementing control options to eliminate or minimise any risks before commencing work.
2. Inspecting plant and equipment before using it to ensure that it is safe for use.
3. Reporting any defective or damaged plant, tools and equipment to the Supervisor as required.
4. Taking personal responsibility for the safety of themselves and others that may be affected by work conducted by themselves as a worker of Council.
5. Complying with any Policies or Procedures and complying with any work directions and/or instructions that are provided.
6. Monitoring and assessing WHS hazards and risks while conducting any work, and reporting any issues to the relevant supervisor as required.
7. Consulting with the supervisor and WHS Safety Representative for their designated work group on any safety issues as required.
8. Monitoring the safety conduct of co-workers including Contractors and reporting any concerns immediately to the contractor or the Supervisor.
9. Stopping work and notifying the Supervisor if there is imminent risk of injury.

Qualifications/Licences/Tickets required

- Current Food Safety Supervisor Course or ability to complete an approved course within 30 days of commencing work.
- Demonstrated knowledge of Food Safety Standards and ability to implement the Food Safety Program
- Current Working with Children Check as required under legislation
- Commitment to maintaining current knowledge and attend additional training as necessary
- The following are optional and may be required for the role at this service
 - Current First Aid Certificate (approved by ACECQA)
 - Current CPR Certificate (approved by ACECQA)

Statement of key responsibilities and duties

The following key responsibilities may be modified from time to time to ensure the expected outcomes are coordinated with Council's operational and corporate plans. The key responsibilities of the position are:

- Responsible for the planning and preparing of a range of nutritious, economic meals and snacks for children from birth to school age.
- In preparing the menu it must consider and reflect the normal dietary requirements of children in the various age ranges as well as specific dietary requirements of children with special needs.
- Ordering of supplies, using approved suppliers as required, mindful of the use of seasonal fruits and vegetables and sufficient storage to adequately cater for such orders.
- Liaise with staff and all stakeholders for new menu ideas and review the menu on a regular basis, at least quarterly to ensure that needs of families and their diversity are being met.
- Manage food purchase along budgetary guidelines and incorporate into menu planning in consultation with the Nominated Supervisor or other nominated person.
- Responsible for the delivery of all meals on time in correlation with the Centres daily programme and to meet the needs of the children throughout the day.
- Maintain the kitchen and food storage areas in a hygienic manner and ensure that food storage and preparation is in accordance with Food Safety Regulations.
- At all times health and safety hygiene guidelines and accepted food handling techniques are implemented in the preparation and serving of meals.
- Are familiar with the service Policies and Procedures relative to the provision of food in Centres and its preparation as well as employment expectations and interactions with others including all Human Resources policies and the Code of Conduct.
- Maintain the kitchen and equipment in a manner that reflects a healthy and hygienic work area.
- Familiarise and implement special dietary needs of children into the menu and accommodate specific needs relative to allergies and intolerances.
- Responsible to report breakages and equipment that needs repair or replacement in the appropriate log and notify the Nominated Supervisor immediately of any that may cause a potential risk to safety. Equipment with guards, particularly electrical must not be used unless it is operational as intended.
- Submit a monthly article for the newsletter, website, or social media platform from the kitchen.
- Work collaboratively with other staff members to affirm, challenge, support and learn from each other to further develop their skills and to improve practice and relationships

- Maintain relationships with families in the service, remembering always that they are our clients. Handle any complaints in accordance with the centre's Grievance Resolution Procedures.
- Maintain relationships with other team members. A high standard of professionalism is required, and all grievances are to be handled in accordance with the centre grievance resolution procedure.
- All communication with children and adults must always be respectful, kind and professional.
- You will be required to ensure that all information provided to you via parent and team member conversations and phone calls is passed on to the appropriate persons in a confidential manner.
- Your personal appearance is expected to be maintained to a high level at all times. It is also imperative that you understand that manual handling is an integral part of this role. You will be expected to, lift manoeuvre equipment.
- Breaches of confidentiality outside of hours will lead to termination of employment.
- Ensure that the dignity and rights of every child is always respected.
- Positive behavior guidance must always be used; the use of discipline will not be tolerated. Staff are not to use isolation, humiliation, disrespectful or harsh communication or any form of physical contact when responding to behaviour.
- To support the centre philosophy, program, legislative requirements, and other standards
- Participate in staff meetings and training as required by the Organisation.
- Participate in special events held at the service.
- You are not permitted to have in your possession or to use personal devices capable of taking digital images or video recordings when working with children (except in an emergency). Only service-supplied devices may be used for taking and storing images and videos. Exceptions for health or family reasons must be approved in writing using the appropriate form.
- Ensure all images and videos are appropriate and taken for meaningful purposes directly related to the provision of education and care.
- Comply with the requirements as per the National Model Code for the taking of images, access to and storage of images as per the Information Technology and Social Media Policy.
- Where you are issued with a service-supplied device capable of taking images and videos, ensure that any such images are transferred to a service-supplied device and permanently deleted prior to leaving the service or using for personal use.
- Monitor and report any unauthorised use of personal devices by staff, students, volunteers and other adults at the service.
- Perform any other task as requested by other educators, the Nominated Supervisor, Manager or Approved Provider which is lawful and does not pose a health or safety risk.

Other relevant information

- The selected applicant will be subject to a criminal history check – undertaken and paid for by Council.
- The selected applicant will be required to undertake a pre-medical assessment to prove that they are medically fit to carry out the duties and responsibilities of the position with Council covering the cost.
- This position will be subject to a minimum probationary period of three (3) months. The applicant's employment will undergo a review at the end of the probationary period and a

recommendation will be made to the Chief Executive Officer regarding permanent employment in the position.

- The selected applicant may be required to provide Winton Shire Council with a recent photograph of the person, at the time of the person's induction, for the purpose of creating a Winton Shire Council Employee Identity Card. Under (s138A) of the Queensland Local Government Act 2009 the employee has a legal obligation to hand any such identity card/s back to the employer within twenty-one days of termination of employment, unless the employee has a reasonable excuse.

In the event of organisational change or restructure, Council may require employees to undertake other roles for which they are qualified and capable of performing.

Authorisation

(This section to be completed with the successful applicant upon completion of the recruitment process)

By signing this authorisation, the successful applicant acknowledges that they have read this Position Description and understand the responsibilities associated with the position.

I,

accept the position of **Little Swaggies Cook** with the Winton Shire Council and the details as outlined in the Position Description.

I have been given an opportunity to ask questions about the contents and I understand the terms and conditions outlined in this document.

Signature:

Date

Recruitment process

Candidates should lodge their applications in accordance with the directions outlined in “How to Apply for the Position” below.

How to apply for the position

We invite you to lodge a formal application which MUST include a:

- **Resume,**
- **Cover letter, explaining suitability for the above position**

Completed applications are to be forwarded to: jobs@winton.qld.gov.au

Shortlisting and interviews

The Shortlisting of all applicants will be undertaken by a Selection Panel within five (5) working days after receipt of a completed suitable application. Interviews may be conducted face to face, or via video-conferencing or tele-conferencing, depending on the location of candidates and the technology available at the time.

Further information

For further information in relation to this position please contact Winton Shire Council, on 07 4657 2666.