

POSITION DESCRIPTION

POSITION TITLE:	Cook
POSITION NO:	100645
DIVISION:	City Services & Living
DEPARTMENT:	Family Youth & Children
SECTION:	Early Years Operations
STATUS:	Permanent Part Time
CLASSIFICATION:	Band 3
OCCUPANT:	
LOCATION:	Various centres across the Hume Municipality
DATE:	January 2025

POSITION OBJECTIVES:

Plan, prepare and cook a healthy and nutritionally balanced menu for children attending the childcare centre within the determined budgetary allowance.

KEY RESPONSIBILITIES AND DUTIES:

- Provide a wide range of nutritious meals and snacks for children, which reflect the nutritional and cultural requirements of the children within the scope of the National Quality Standards, and Centre's food policy.
- Plan menus for children in the centre, with consideration to specific children's dietary requirements, e.g. allergies, cultural beliefs and to maximise the use of fresh seasonal fruit and vegetables, enabling cost effective delivery of service.
- Regularly communicate with room Educators and families to ascertain specific dietary requirements for each child.
- Prepare a 6-week menu, which includes all food and beverages, and indicate expected financial costings.
- Communicate effectively with food suppliers to ensure efficiency of ordering and delivering high quality produce and service.
- Utilise online ordering services to purchase groceries and supplies ensuring efficiencies in managing menus and stock controls.
- Responsible for the hygiene standards and cleanliness of the kitchen, and to be aware of the health and safety standards required under the Food Act 2010 in relation to purchase, preparation, serving, storage and cleaning.
- Maintain and document all requirements in relation to the Food Act 2010 and Centre's food safety program.

- Maintain and document all requirements regarding financial management of program, food, budget, credit card expenditure and reconciliation.
- Develop and maintain documentation of the menu e.g. purchasing, quantities, menu planning and recipes.
- Undertake on-line credit card reconciliations and finalise monthly statements.
- Support staff in implementing effective food handling practice.
- Ensure that all displays in relation to service menu and nutrition are up to date, professional and maintained.
- Ensure confidentiality is maintained to all matters related to the children, families and centre, staff.
- Attend staff, planning meetings and in-service training as required and to ensure compliance with Food Act 2010.
- Prepare and actively participate in internal and external food audits as required.
- Awareness of resources for cooks in child care and the ability to access resources to implement planning, preparing and serving meals.
- Regularly participate in training to ensure compliance with the Food Act 2010.
- Ensure equipment is maintained in a safe and hygienic manner as required by the Food Act 2010.
- Maintain a professional attitude to punctuality, confidentiality and appearance.

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ORGANISATIONAL RELATIONSHIPS:	
Reports to:	Assistant Team Leader
Supervises:	Staff with food handling responsibilities
Internal Contacts:	Early Childhood Staff Families Council staff
External Contacts:	Other Associated Professionals Community Agencies as required Families Food Auditor Food Suppliers

ORGANISATIONAL CONTEXT

VISION

Hume City Council will be recognised as a leader in achieving social, environmental and economic outcomes with a common goal of connecting our proud community and celebrating the diversity of Hume.

MISSION

To enhance the social, economic and environmental prosperity of our community through vision, leadership, excellence and inclusion.

OUR VALUES

At Hume City Council, our Values underpin everything that we do.



We're better, every day

We give things a go and value progress over perfection. We have permission to go for it and are expected to reflect and learn.



We're in it together

At Hume, everyone matters. We welcome and include all.
Respect and safety are expected.



We show up

We empower and trust others and own our work. We rise to the challenges and are expected to do what we say we will.



All for Hume

We strive to achieve our best for the Hume Community. We are proud and passionate about working towards better outcomes and expect that they are at the centre of everything we do.

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WORK HEALTH & SAFETY (WHS)

Employees are required to participate in the WHS process by:

- Following established safe working instructions, procedures and policies.
- Taking reasonable care for their own Work Health and Safety and that of others.
- Seeking assistance when unsure of practices, procedures and policies to perform a task.
- Reporting all incidents, injuries, near misses, damage to property and hazards as soon as practicable to their supervisor and the WHS Team.
- Actively participating and contributing to inspections, audits, team meetings and training.
- Ensure that relevant WHS legislation is complied with.

Managers, Coordinators, Team Leaders and Supervisors are required to participate in the WHS process by:

- Assist with the implementation of WHS policies, procedures, guidelines, work instructions and Control Plans.
- Consult with employees on WHS issues and support Health & Safety Representatives in their duties and/or requests.
- Discuss WHS issues as a part of team meetings.
- Conduct and document system reviews and inspections of employees and contractors with assistance from the WHS Team, manager(s), Health & Safety Representatives and/or employees.
- Ensure appropriate training and instruction is given to personnel allowing them to complete jobs safely and without risks to health and safety.
- Take appropriate action to alleviate any hazards, unsafe acts or omissions that are observed or brought to their attention and provide appropriate feedback and support.
- Conduct effective induction of all employees, followed by ongoing training to develop and maintain a high level of WHS awareness.
- Assist with the implementation of Return to Work Plans.
- Ensure that relevant WHS legislation is complied with.

RISK MANAGEMENT

Contribute to a positive risk management culture by complying with the *Risk Management Policy*, assisting with the implementation of the Risk Management Strategy and reporting risk management concerns and improvements to their supervisors and/or managers.

Manage risks in area of responsibility by complying with the WHS Policy and Processes and implementing appropriate risk management strategies.

Demonstrate Council's commitment to implementing best practice risk management processes.

STATEMENT OF COMMITMENT TO CHILD SAFE STANDARDS

Hume City Council is a child safe organisation with zero tolerance for child abuse. Council adheres to the Victorian Child Safe Standards and related legislation and Council acknowledges the cultural safety, participation and empowerment of all children, especially children from Aboriginal and Torres Strait Islander, or culturally and/or linguistically diverse backgrounds and those with a disability. As such, all staff must ensure that their behaviours and actions are consistent with these standards.

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SERVICE PLANNING & CONTINUOUS IMPROVEMENT

It is a requirement of the Service Performance Principles of the *Local Government Act 2020* for Councils to continuously improve service delivery and service performance. Managers and Coordinators are responsible for undertaking service planning and continuous improvement in their area/s of responsibility and ensuring implementation of service plan actions in accordance with Council's Service Planning Framework.

ASSET MANAGEMENT

Staff are responsible for undertaking Asset Management functions in accordance with Council's Asset Management Policy to ensure Council assets continue to be appropriately managed and maintained.

ENVIRONMENTAL SUSTAINABILITY

Hume City Council has a strong and enduring commitment to environmental sustainability and prides itself on its leadership on a range of environmental issues. Council's Waste & Sustainable team and Climate Action Integration team lead Council activities in this area, however all Council departments have a direct responsibility for implementing environmental sustainability actions across all Council operations and services to the community.

Council's *Live Green Work Green* employee behaviour change program encourages staff participation in reducing the environmental impact of Council operations. Staff are encouraged to join the environmental leadership team, the *Green Team*, which guides action in this area.

POLICE CHECK:

The incumbent must have and maintain a current Police Check

WORKING WITH CHILDREN CHECK:

The incumbent must have and maintain a current Working with Children Check ☒ YES ☐ NO

PRE-EMPLOYMENT MEDICAL CHECK

- The incumbent must undergo a Pre-Employment Medical Check (including fitness for work and functional capacity assessments, muscular-skeletal screening and drug & alcohol test. May also include cognitive assessment.) ☒ YES ☐ NO
- The incumbent must undergo a Pre-Employment Audio Test ☐ YES ☒ NO

PSYCHOMETRIC ASSESSMENT

The incumbent must undergo a series of psychometric assessments (Psychometric testing can take various forms, such as numerical, mechanical, logical, verbal, or skills tests) to ensure suitability for the position ☐ YES ☒ NO

OTHER DUTIES

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Responsibilities and duties included in this position description are subject to the *Multi-skilling* provisions of the *Hume City Council Enterprise Agreement* as varied from time to time.

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

The incumbent is responsible and accountable for:

- Displaying and promoting Our Hume Values & Guiding Behaviours
- Maintaining knowledge of and working within Organisation Policies and Procedures including WHS, EEO and Code of Conduct.
- Accountable for ensure compliance with the new 2010 National Quality Framework for Early Childhood Education and Care including:
- Education and Care National Law and Regulations 2010
- National Quality Standards
- Food Act 2010
- Hume City Council policies
- Take all steps necessary to ensure the safety, health and wellbeing of children in care.
- Participate as a team member within the policies of the Centre.
- Responsible for planning a nutritional balanced menu.
- Responsible for the purchase and preparation of food to meet the cultural requirements of each child.
- Responsible for the cleanliness of all food related areas and equipment.

JUDGEMENT AND DECISION MAKING:

The incumbent is accountable for:

- Ability to make menu changes as required
- Maintaining confidentiality of information regarding the health, safety, wellbeing and education of children when present in the centre within the scope of position
- Advising HCC Early Years Regional Leadership team, specifically the Assistant Team Leader, of any issues which may limit or adversely affect the centre's food operations and make recommendations as necessary to improve food operations
- Guidance and advice is always available

SPECIALIST KNOWLEDGE AND SKILLS:

The following knowledge and skills are required to be utilised:

- Complete Food Handler's Training - current certificate (supervisor level).
- Knowledge of and demonstrated ability to operate kitchen equipment
- Knowledge and understanding of the new Education and Care National Law and Regulations 2011, and National Quality Standards and its application and requirements to the service role of the position.

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- Knowledge, understanding and implementation of all health and safety standards required under the Food Act 2010.
- Attend annual Level 2 First Aid and CPR training
- Ability to plan a menu for children 0-5, with consideration to:
 - Consultation with children, families and staff
 - Seasonal fruit and vegetables and produce
 - All food allergies
 - Well presented, balanced nutritional meals
 - Specialist dietary requirements

MANAGEMENT SKILLS:

- The following management skills are required to be utilised:
- Effective time management skills including the ability to provide meals at required times.
- Ability to work independently to ensure:
 - Meals are prepared according to the menu planned
 - Goods required for meal preparation are purchased prior to commencement of meal preparation
 - Budgetary skills including the ability to manage over and under expenditure within scope of the position.

INTERPERSONAL SKILLS:

The following interpersonal skills are required to be demonstrated:

- Ability to relate well to young children and their families.
- Ability to deal sensitively with cultural, social, emotional and economic issues related to the children and their families.
- Ability to work in a team environment.
- Skills in oral and written communication.
- Ability to resolve minor problems.

QUALIFICATIONS AND EXPERIENCE:

The following qualifications and experience are required for the position:

- Certificate III in Commercial Cookery
- Demonstrated experience in cooking for large numbers of children, particularly for those with specialist dietary requirements including food allergies.
- Demonstrated experience in planning a menu that is consistent with the cultural diversity of the centre.
- Demonstrated ability to provide a diverse menu which offers children choice and variety.

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TASK ANALYSIS

In undertaking the inherent requirements of their duties, a person in this position may be expected to work in or be exposed to the following conditions or activities as marked.

Condition/Activity	Constant	Frequent	Occasional	N/A
Manual handling weights – above 10kgs	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
– below 10kgs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manual handling frequency	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Repetitive manual work	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Repetitive bending/twisting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Repetitive kneeling/squatting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Working with arms above head	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lifting above shoulder height	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Using hand tools – vibration/powered	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Operating precision machinery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Close inspection work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Wearing hearing protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Wearing eye protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Wearing safety shoes/boots (steel cap) / gum boots	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wearing other relevant PPE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working in dusty conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Working in wet/slippery conditions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working with chemicals/solvents/detergents	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Washing hands with soap (hygiene)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working at heights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Working in confined spaces	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Working in chillers (+4 degrees C)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Performing clerical duties	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Working on a keyboard	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Driving cars and/or trucks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other (please specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other special features (e.g. nature of chemicals, travelling requirements etc):				

VARIATION TO CONDITIONS OF EMPLOYMENT:

These conditions of employment, your duties and your location may be varied by Council during the term of your employment.

The key responsibilities and duties in this position description are to be undertaken in accordance with the General Employee Handbook.

AGREEMENT:

I hereby accept and agree that by placing my electronic signature in the text box, this shall be considered as an original signature for accepting the duties in this position description. I understand that key responsibilities and duties in this position description will be undertaken in accordance with the Employee Handbook and I agree to abide by the terms and conditions stipulated therein.

Name (Please print):

Signature:

Date:

SELECTION CRITERIA:

- Hold the required Certificate III in Commercial Cookery.
- Current Police Check and Working with Children's Check.
- Current First Aid Certificate Level 2 including Asthma and Anaphylaxis training.
- Demonstrated experience in cooking well-presented nutritional meals for large numbers of children, particularly for those with special dietary requirements.
- Demonstrated experience in planning and preparing a menu that is consistent with the cultural diversity and dietary requirements of the centre.
- Highly developed interpersonal skills.
- Ability to work effectively as a team member.
- Demonstrated ability to monitor expenditure in line with budget allocations including maintenance and documentation in relation to credit card expenditure and reconciliations.

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