

Position Description - Cook

Position Number:	6050A
Directorate:	Services
Business Unit:	Early Childhood Education and Care
Hours Per Week:	23
Award:	Local Government (State) Award
Grade (SAS):	10
Location:	Kindy Cove Early Education and Care Service
Position Reports to:	Director – Kindy Cove Early Childhood Education and Care Service
Positions Reporting Direct to this One	Nil

Our Values



Customer focus

We listen to the needs and wants of our customers and provide exceptional customer service



Integrity

We are fair and consistent in our actions, and we act ethically, honestly, responsibly and respectfully



Consultation

We seek to understand before acting and are sensitive to residents' needs and situations



Leadership

We focus attention on what is really important, lead by setting a good example and seek to improve outcomes, processes and relationships



Equity

We deal equally and honestly with customers and each other

Position Overview

This Position Description is not a complete statement of all the Accountabilities, Responsibilities, Tasks and Outcomes etc. associated with the role. It is intended only to be indicative and descriptive of the role with the incumbent required to undertake any and all tasks requested that are within their skills, competence and training.

To provide the Council's Early Education and Care Service with all necessary services related to food provision and consumption within work hours.

This is a child related employment position in accordance with the Child Protection (Working with Children) Regulation 2013. It is an offence for a prohibited person to apply for or occupy this position.

Principal Accountabilities

- To prepare well balanced, nutritious, and varied menus appropriate to the age of the children on a regular basis.
- Handle all details covering the storage, ordering and monitoring of bulk food supplies and the weekly and/or daily purchase of fresh foods within budgets.
- Maintain a clean and hygienic kitchen environment, encompassing scheduled cleaning of kitchen appliances and report faults of major equipment.
- Liaise with staff on relevant cooking activities for the children so a co-operative teamwork relationship is maintained.
- Liaising with families on their children's individual dietary and cultural requirements.
- To assist in the implementation and evaluation of a flexible program of activities suitable to the individual needs and interests of the children in the Service.
- To share positive general daily information about children with their parents. This will help to develop a working relationship with families.
- Attend cook's meetings.

Key Organisational Accountabilities

- Abide by the principles of Council's Code of Conduct – and other Council policies and procedures – in the carrying out of all Council duties: integrity, leadership, selflessness, objectivity, accountability, openness, honesty and respect.
- Contribute to improved customer service and organisational effectiveness, by acting ethically, with honesty and fairness.
- Provide exceptional customer service by listening to the needs of each customer and action in a prompt, professional and courteous manner at all times.
- Foster innovation through seeking to improve outcomes, processes and relationships.
- A commitment to ensuring the organisation is child safe.
- Identify, assess and manage all risks associated with the function.
- A commitment to Council's Fraud and Corruption prevention strategy.
- Report injuries, accidents, incidents and near misses in the work area and on the corrective actions taken to prevent reoccurrence.
- Always ensure your actions contribute to a safe and healthy workplace.
- Use and properly maintain appropriate safety clothing and personal protective equipment.
- Ensure EEO, the principles for a culturally diverse society, and Council policies are complied with at all times.

Selection Criteria

Essential

Qualifications

- Certificate III in Hospitality/Commercial cookery or equivalent.

Skills/Experience

- A current 'Paid Worker - Working with Children Check' clearance (NSW).
- Knowledge of the use of cooking appliances.
- Knowledge of hygiene and safety precautions.
- Experience in inventory management in a kitchen setting (storage, menu planning, quantity assessment and ordering,).
- Experience working within a budget.
- Ability to plan and prepare balanced nutritional meals including meals appropriate to meet special dietary and cultural needs.
- Ability to manage priorities and work to the service's deadlines.
- Ability to communicate well with parents, staff, children, and suppliers.
- Ability to work within a team setting and contribute positively at staff and sub-committee meetings.

Desirable

- Certificate III in Children's Services (or willingness to obtain).
- Knowledge of childhood food needs related to development stages.
- Ability to introduce food variety into the daily menu.
- In service training in cooking skills.
- Prior experience in cooking large quantities and cooking for children.
- Problem solving skills/initiative.

Other

- Position Holder in this position will be subject to relevant and ongoing probity checks as determined by Council.

Signature

Position Holder: _____ Date: _____

Reviewed and Finalised

Date: July 2026