



# Position Description

## Cook/Chef- Food Safety Supervisor

<b>Appointment:</b>	Part Time Roster applies – Shift times between the Centres open and closing timeframes in line with food services requirements.
<b>Position Requirements:</b>	Food Safety Supervisor Certificate or equivalent Working with Children’s Check which must be maintained throughout the time of employment with The Eltham College Foundation Ltd. Police Check First Aid Certificate, Anaphylaxis Certificate and Asthma Certificate (all of which must be upheld throughout time of employment with Little Flyers Learning Centres) Child Safe Certificate To provide and prepare a variety of well-balanced nutritional meals for children aged 0-6 in accordance with our Nutrition Australia approved menu. Ensure the safe handling of food in the Centre. To work as a member of a co-operative team in the implementation of parent contact and sharing duties.

### Duties of the position

1. To be aware of and assist in the implementation of the Centres Policies and Procedures, the Education and Care Services National Regulations 2011 and the National Quality Framework (NQF).
2. To ensure the health, safety and wellbeing of all the children.
3. Be aware of the Food Act Version No. 090, Food Act 1984 No. 10082 of 1984, Version incorporating amendments as at 1 November 2012.
4. Planning daily meals and preparation of food supplies in advance.
5. Weekly ordering/ monitoring of food supplies.
6. Checking and stacking away weekly deliveries FIFO and according to our food specification requirements.
7. Ensuring safe storage of food.
8. Ensuring the entire kitchen (i.e. pantry, refrigerators etc.) is cleaned and tidied according to the cleaning schedule and that duties are marked off and signed after meal times.
9. Devise, follow and be familiar with the Centres Food Safety Program.
10. Be aware of the local council food act and adhere to ANZFA Food Safety Standards.
11. Carry out internal and facilitate external audits.
12. Adhere to Centre food budget.
13. Communicate with parents and cater for children with allergies and special requirements.
14. Carry out the Kitchen’s daily routine.

15. Attend one childhood nutrition in-service on a yearly basis.
16. Attend and contribute to staff development and communication sessions/ meetings and in-service training.
17. To be fully conversant with the National Education and Care Services Regulations 2011 and to assist in maintaining standards according to the requirements of the Centre's Policies and Procedures and the National Quality Framework (NQF).
18. To ensure total confidentiality is maintained in regard to all matters relating to the client, fellow employees, Centre documents and issues.
19. To follow housekeeping practices which ensure that equipment is maintained at an optimal level and the Centre is kept orderly and presentable.
20. To be fully conversant with the Early Childhood Australia's Code of Ethics.
21. Access external resources to ensure that the kitchen equipment is maintained.
22. Access external resources to ensure a pest free environment.
23. To have skills and knowledge regarding basic cooking techniques, recipe usage and nutrition including preparation and presentation.

### **Expectations of the position**

1. To have skills and knowledge regarding ordering/ monitoring, preparation and cooking for large numbers of children on a daily basis.
2. To have skills and knowledge in respect to caring for children aged 0-6 years.
3. To have sound knowledge of nutrition in relation to children aged 0-6 years.
4. To have the ability to stand for at least 5 hours daily.
5. Ability to relate well to children aged 0-6 years.
6. Ensure that all log sheets are completed and up to date.
7. Ensure that the Food Safety Act and Food Safety Plan is available in the kitchen at all times.
8. Ensure that the menus, recipes, stock orders and supplier's lists are current and available at all times.
9. Cater to the special requirements of individual children.
10. Follow the Centre food preparation and serving policy for children with allergies and special requirements.
11. Be able to time manage.

### **Organisational Relationships:**

**Reports to:** Centre Director / Nominated Supervisor

**Internal Contacts:** All Centre staff in the care of the Centre

**Extent of Authority:** Authorised to take steps necessary to ensure the health, safety and wellbeing of all children educators and staff in the Centre.