

Positions Vacant

Cook – Napranum Early Childhood Centre

Position will remain open until filled

How to Apply

1. Covering Letter

Provide a covering letter outlining your experience and reason for wanting to apply for this position

2. Selection Criteria

Address the essential selection criteria listed in the position description

3. Resume

Provide a resume, which includes

- Education and Qualifications
- Professional Development (any other courses you have completed or are currently enrolled in)
- Computer skills and software packages you are familiar with
- Employment History (Position, School/Organisation, Dates)
- Copy of Blue Card
- Name and contact details of two referees

4. Submit Application by:

Applications can be e-mailed to employment@napranum.qld.gov.au or delivered in person to the Napranum Council reception 320 Wa-Tyne St Napranum.

Please note applications that are submitted **without** a cover letter or information addressing the selection criteria **will not be** assessed.

Position Description

Title:	Cook	Classification Level	Assistant Children's Services Worker- unqualified, 1 Year
Department	Child and Family Support Services	Award	Queensland Local Government Industry (Stream A) Award – State 2017
Reports To:	NECC Nominated Supervisor	Location	Napranum
Nature of Employment	Full-Time		

PRIMARY POSITION OBJECTIVE/S

- To prepare culturally appropriate nutritional meals as per ACEQA and National regulations to children attending Napranum Early Childhood Centre that are suitable to their dietary and nutritional requirements.
- To provide catering to NECC functions as required within the means of the service's capability.

NASC VALUES

Our Values are the principles and beliefs that define who we are as a Council. They provide purpose and direction and help to guide the decisions we make every day to support the implementation of our Corporate Plan in the best interests of the Napranum community.

Local Participation	The diversity of our community is one of our strengths. We are committed to creating and supporting opportunities for local people.
Mutual Respect and Trust	Building and maintaining positive relationships that are based on mutual respect and trust.
Professionalism	We are acting within the limits of our authority and maintain a high standard of ethics and integrity.
Pride	We are demonstrating our pride by connecting with the community and celebrating our successes.
Listening to Our community	Taking time to listen to the people of Napranum to ensure we are working on delivering the programs and services that will make a real difference to people's lives.
Accountability	We are taking ownership for the decisions and actions that impact our community.
Innovation and Continuous Improvement	We show leadership and encourage new initiatives and a culture of continuous improvement

JOB RESPONSIBILITIES

- Manage all activities associated with food services including but not limited to:
 - Menu planning and ordering of supplies.
 - Ensuring meals are presented attractively and at correct temperature.
 - Meet individual dietary requirements for clients where necessary and as stipulated.
 - Ensure stock rotation to avoid waste.
 - Restocking kitchen consumables and maintenance of equipment.
 - Ensure kitchen is maintained in a clean and sanitary state.
- Ensure compliance with the Australian Food Safety Standards and Work Health and Safety standards as well as National Childcare Regulations for Food Safety.
- Supervision of other kitchen staff.
- Participate in planning meetings with the Nominated Supervisor and Director of Child and Family Support Services to plan activities and adhere to budgets appropriately and effectively.
- Ensure direct consultation with Nominated Supervisor when planning and making significant changes to the Menu.
- Liaise with Community Nutritionist to ensure menu meets nutritional requirements.
- Perform any other duties as requested and directed by the Nominated Supervisor or Director of Child and Family Support Services.

General Responsibilities

- Be responsible for the welfare, comfort and safety of clients at all times.
- Be courteous, culturally appropriate and respectful to all clients at all times.
- Respect the privacy of clients and their families, and be caring, diplomatic and maintain good work practices.
- Establish appropriate and effective working relationships with service users, maintaining professional boundaries.
- Maintain and adhere to NECC budgets relating to supplies.
- Be responsible for maintaining and restocking kitchen equipment and supplies.
- Be familiar with emergency procedures at the centre including lock down.
- Report any incidents, complaints and incidents to NECC Manager immediately and complete required and associated paperwork.
- Ensure that all key events/changes are reported to the NECC Manager immediately.

PERFORMANCE CRITERIA

- Tasks allocated to the position shall be performed to agreed standards and in accordance with established procedural guidelines. Performance indicators shall be those as agreed with the NECC Supervisor.
- Work shall be performed in accordance with industry-accepted standards, quality standards and in accordance with the current *Work Health and Safety Act 2011* and other legislative requirements and standards appropriate at the time and including Council's policies and procedures.
- Allocated tasks shall be completed within agreed timeframes.
- Follow Council employment and working arrangements, agreements and rulings on attendance at work and leave. This includes not being absent without approval and accurately and truthfully recording work

and leave periods. Employees have an obligation to promptly notify Council as soon as practicable upon becoming aware that they are going to be absent from work.

- Active participation in supervision discussions, performance reviews professional development activities, staff meetings and training as required or directed.
- Demonstration of a spirit of co-operation towards other employees and the achievement of Council's aims and objectives.

CORPORATE RESPONSIBILITIES

- Adhere to, and enforce on any other Council staff or visitors when necessary, all other obligations under the *Work Health Safety Act 2011* or as amended or replaced.
- Maintain a high level of confidentiality at all times.
- Represent the Council in a positive and responsible manner at all times.
- Comply with all Council policies and Code of Conduct.
- Maintain effective Communication.
- Undertake all relevant duties as directed from time to time, consistent with skills, competence and training.
- The key responsibilities may be modified from time to time to ensure that outcomes are aligned with Council's Operational and Corporate Plans.

SELECTION CRITERIA

Essential

- 12 Months Previous Experience in a similar position.
- Has or is willing to obtain their Food Safety Certificate.
- Strong understanding of work place health and practices, including the correct use of equipment.
- Be physically fit and healthy to be able to meet the requirements of the position.
- A current Open Class "C" Class Drivers Licence.
- Hold or have the ability to obtain and retain a Working with Children Blue Card.
- Agree to and successfully secure a compliant Commonwealth Police Check.

EXTENT OF AUTHORITY

The incumbent is expected to exercise initiative, sound judgement and situational sensitivity at all times. Decisions and actions are to be consistent with (and within the scope of) the achievement of the position's objectives.

They must also reflect Council's strong commitment to outstanding client service.