

# WHITEHORSE CITY COUNCIL

## Position description

<b>Job title:</b> Cook - Whitehorse Early Learning Services	
<b>Classification:</b> Band 3	<b>Effective Date:</b> 28 July 2022
<b>Reports to:</b> Director Whitehorse Early Learning Services	<b>Tenure:</b> Temporary 12 months Part Time

### About us:

At Whitehorse City Council, community is at the heart of everything we do.

We aspire to be a healthy, vibrant, prosperous and sustainable community. We enable this through strong leadership and community partnerships.

We strive to stay ahead of evolving changes and needs of our community.

Our five key principles empower our employees to be innovative and to provide an excellent customer experience. We are a resilient organisation where everyone belongs.



**Excellent Customer  
Experience and  
Service Delivery**



**Great  
Organisational  
Culture**



**Innovation  
and Continuous  
Improvement**



**Good Governance  
and Integrity**



**Long Term  
Financial  
Sustainability**

### CREATe – Our Values and Behaviours:

Our shared values and behaviours are integral to how we go about our work, interact with each other and our community. It is expected that all employees 'live' these shared values. In living these values we also ensure that everyone has a voice and that everyone matters.

#### Collaboration

We work flexibly together to achieve outcomes and solve problems.

#### Respect

We actively listen, value diversity and care.

#### Excellence

We adapt, respond, learn and grow.

#### Accountability

We take responsibility and follow through on our promises.

#### Trust

We act with integrity and are empowered to make decisions.

City of Whitehorse is a culturally and linguistically diverse community. We are proud of the diversity of our workforce and recognise the strength this provides in meeting the needs of our community. We are committed to upholding a safe, inclusive and respectful workplace that values the contribution of all.



# WHITEHORSE CITY COUNCIL

## Position description

Whitehorse City Council is committed to being a child safe organisation. We recognise our responsibilities to keep children and young people safe from harm and have established policies, procedures and training to achieve these commitments.

## Goal Statement

The position is responsible for the planning and preparation of nutritionally balanced, culturally sensitive, appropriate menus for children.

## Key Responsibilities

### *Position Specific Responsibilities*

- Plan, develop and prepare rotating seasonal menus, which include meals and snacks that are nutritionally balanced, culturally sensitive, include religious and allergy requirements and are well presented, for children. This will be in collaboration with staff, families and children as appropriate. Menus are to be approved by the director.
- To liaise with staff to ensure that the individual nutritional, cultural and developmental requirements of children are considered and accommodated in menu planning and provision of meals.
- To use the Healthy Early Advisory Services (HEAS) menu planning guidelines to develop menus that meet the National Quality Standards and align with the Australian Dietary Guidelines.
- Advocate the importance of nutrition and healthy eating habits with staff and other professionals involved in programs for children.
- To work with staff in providing opportunities for children's cooking experiences that would include special celebrations and culturally appropriate food education.
- To collaborate and partner with other Whitehorse Early Learning Services (WELS) cooks to provide consistency of menu planning, development and implementation across the WELS centres.
- Purchase ingredients and kitchen supplies in accordance with Council's procurement policy and centre allocated budget in consultation with the director.
- Apply effective methods of ordering and delivery of perishables to ensure highest quality of produce is used in menu planning and provision of meals.
- Recognise and reduce food waste to ensure effective use of budget, staff resources and the impact on the environment.
- Receive goods and maintain high standards of food storage (including stock rotation), handling and hygiene protocols as detailed in the Food Safety Plan (FSP).
- To clean and maintain a working kitchen and equipment in accordance with the food safety plan and OHS guidelines.
- Collect and collate information for internal and external food safety audits and National Quality Standards.
- Adhere to and maintain record keeping in relation to the WELS FSP and Council's policies and procedures.

- Provide relevant updates and information about the WELS FSP to the director and staff.
- Work with the director to implement recommendations made about the WELS FSP from required audits.
- Ensure effective communication with director, staff, children and families.
- Commitment to ongoing professional learning and development to keep up to date with current nutritional practice for ongoing improved nutritional planning for children.

### *Corporate Responsibilities*

- Adhere to all Corporate Policies, Procedures and the Organisational Goals and Values in the current Whitehorse City Council Collective Agreement.
- Understand and adhere to the Risk Management Policy (as it relates to the employees work area) and related procedures that are designed to minimise injury and/or loss to individuals, assets and equipment.
- Report any matters that may impact on the safety of Council employees or citizens, assets and equipment.
- Support, enable and encourage strategies and actions identified in Council's Gender Equality Action Plan (GEAP) to improve workplace gender equality.
- Champion a safe environment for children and young people in accordance with Council's commitment to Child Safety.

### **Authority**

#### Budget:

- Will estimate and order all food requirements for the number of children attending the centre daily, whilst adhering to the centre budget under the guidance of the director.

#### Staff responsibility:

- Supervises relevant processes for food handling.

#### Decision Making:

- Works under general supervision.
- Accountable for quality and timeliness of own work.
- Work practices and procedures are clearly defined, well understood and documented.
- The position requires the ability to solve minor problems that have generally been encountered before.

- Identifies requirement for replacement of kitchen equipment in consultation with the director.
- The position may make recommendations to the director to vary from a set plan.

### Key Relationships

- The position will liaise with all staff in the Early Childhood Services team and other Council employees.
- The position is required to maintain professional relationships with suppliers, families, children, early childhood and other relevant professionals, contractors.

### Skills and Attributes

#### Qualifications/Certificates/Licences and Experience

- Certificate 3 (or above) in commercial cookery and or demonstrated experience in related food planning and preparation.
- Demonstrated understanding of menu planning, development and food preparation that's nutritionally balanced, culturally sensitive and addresses allergy, and religious requirements.
- An understanding of the key role of nutrition and healthy eating habits
- Demonstrated flexibility both in work organisation and willingness to consider new ideas and theories.
- Food Safety Supervisor Certificate.
- Food Handling Certificate.
- A demonstrated knowledge of requirements and the ability to work in accordance with the State Government Food Safety Program.
- Develop and promote cleaning routines that ensure hygiene practices are of the highest standard as per the FSANZ Food Standards and the Victorian Food Safety Requirements.
- Ability to accurately estimate required quantities of ingredients and supplies to reduce waste.
- Purchase and order supplies, maintain professional relationships with suppliers, reviews and sources new or additional suppliers as required.
- Current Level 2 First Aid Certificate.
- Current Anaphylaxis qualification.
- Current Working with Children Check.
- Current National Criminal History Check.
- Previous experience as a Child Care Centre Cook (Desirable).

Technology

- To use computers or mobile devices (such as iPads) for menu planning, development, presentation and for ordering supplies.
- Ability to use the Microsoft suite including outlook and email as required for key responsibility tasks.
- Use Credit Card for purchasing supplies, in accordance with Councils Procurement Policy.

#### Interpersonal

- Show initiative and the ability to work independently as well as actively participate as part of a team.
- Understanding and sensitivity to the cultural influences of children and families.
- Demonstrated ability to initiate and maintain two-way communication with families and staff.
- Written and oral communication skills with an ability to communicate about the importance of nutrition and healthy eating habits to staff, families and children and for the resolution of minor problems.
- Communicate effectively within the team to develop an integrated approach to the delivery of children's programs particularly as they relate to appropriate menus for children.
- Demonstrate verbal and written communication skills to enable effective interaction with suppliers and place orders.
- Accurate record keeping and clear communication of menu information.
- To collaborate and partner with other WELS cooks to provide consistency of menu planning, development and implementation across the WELS centres.

#### Leadership/management:

- Manage time, planning and organisation of their work to prepare, serve and clean up within allocated time requirements.
- To work with director and staff in understanding dietary, religious, special food requirements.
- To demonstrate Council's values and behaviours when engaging with staff, agency, families, children, suppliers, other professionals, contractors, etc.

#### Additional requirements

- The position includes an inherent physical requirement to lift pots and pans and carry grocery and supplies. Please refer to the Physical and Functional Requirements Checklist for more information. Short listed candidates may be required to attend a pre-employment medical examination.
- The position will be required to attend out of hours meetings and training.

- This position has been identified as an “at risk” role which may have a potential occupational exposure to a vaccine preventable, communicable disease. It is a requirement that the incumbent receives immunisation in accordance with the Council’s Staff Immunisation Program.
- In addition to Council’s Staff Immunisation Program it is a requirement that the incumbent is also triple vaccinated against COVID-19 due to the vulnerability of the clientele they will work with.

### Key Selection Criteria

Has the relevant Qualifications, Certificates and Licences

1. Demonstrated understanding of rotational, seasonal menu planning, development and food preparation that’s nutritionally balanced, culturally sensitive and addresses allergy and religious requirements and is presented well.
2. A demonstrated knowledge of requirements and the ability to work in accordance with the State Government Food Safety Program.
3. Manage time, planning and organisation of their work to prepare, serve and clean up within allocated time requirements.
4. Ability to accurately estimate required quantities of ingredients and supplies to reduce waste.
5. The ability to work independently as well as actively participate as part of a team.
6. Demonstrated ability to initiate and maintain two-way communication with families and staff.
7. Ability to use computers or mobile devices (such as iPads) for menu planning, development, presentation and for ordering supplies.

## Physical Requirements

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
<b>Standing</b> Tasks involve standing in an upright position.	<ul style="list-style-type: none"> <li>• Child interaction activities</li> <li>• Cleaning of surfaces</li> <li>• Washing pots</li> <li>• Preparation of food - (e.g., cutting vegetables, fruit, meat)</li> </ul>	≤ 8 times/day, approximately 30 minutes each ≤ 8 times/day, approximately 30 minutes each	
<b>Squatting</b> Tasks involve bending at the knees and ankles, full squat and semi squat posture.	<ul style="list-style-type: none"> <li>• Emptying dishwasher</li> <li>• Collecting dishes from cupboards</li> <li>• Grabbing food items from fridge or pantry</li> <li>• Picking up items from the floor</li> </ul>	≤ 2 times/day, approximately 10 minutes each ≤ 8 times/day, approximately 30 minutes each	
<b>Kneeling</b> Tasks involve bending at the knees and ankles.	<ul style="list-style-type: none"> <li>• Picking up items from the floor</li> <li>• Grabbing food items from fridge or pantry</li> <li>• Cleaning floor spills</li> </ul>	≤ 2 times/day, approximately 10 minutes each ≤ 8 times/day, approximately 30 minutes each	
<b>Trunk rotation</b> Tasks involve twisting/rotation of the hips.	<ul style="list-style-type: none"> <li>• Child interaction activities</li> <li>• Placing items in the washing machine Laundry,</li> <li>• Placing dishwashing tray in the dishwasher</li> </ul>	≤ 8 times/day, approximately 45 minutes each	
<b>Walking</b> Tasks involve walking on even/uneven surfaces.  Tasks involve walking up/down steep inclines.	<ul style="list-style-type: none"> <li>• Walking outside on uneven surfaces to deliver or collect bins - (e.g., concrete, loose stones paths)</li> </ul>	≤ 8 times/day, approximately 30 minutes each ≤ 8 times/day, approximately 30 minutes each ≤ 8 times/day, approximately 15 minutes each	
<b>Lifting (Floor to waist)</b> Tasks involve raising, lowering or transferring objects (≤ 9kg) from one position to another, using the hands.	<ul style="list-style-type: none"> <li>• Collecting kitchen rubbish</li> <li>• Putting away food delivery and other items</li> <li>• Putting away pots</li> </ul>	≤ 8 times/day, approximately 30 minutes each ≤ 8 times/day, approximately 30 minutes each ≤ 8 times/day, approximately 30 minutes each	
<b>Lifting (Between waist and shoulder)</b> Tasks involve raising, lowering or transferring objects (≤ 9kg) from one position to another, using the hands.	<ul style="list-style-type: none"> <li>• Collecting trays or other items from shelves</li> <li>• Transferring trays or pots to other surfaces including food trolleys</li> </ul>	≤ 8 times/day, approximately 30 minutes each ≤ 8 times/day, approximately 30 minutes each ≤ 8 times/day, approximately 30 minutes each	



Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
<b>Lifting (Overhead)</b> Tasks involve raising, lowering or transferring objects ( $\leq 9\text{kg}$ ) from one position to another, using the hands.	<ul style="list-style-type: none"> <li>Transferring of items from and to shelves</li> <li>Lifting food shopping bags on to bench</li> </ul>	Rarely; $\leq 2$ times/day, approximately 15 minutes each Rarely; $\leq 2$ times/day, approximately 15 minutes each	
<b>Heavy Lifting (Floor to waist)</b> Tasks involve raising, lowering or transferring objects ( $\geq 10\text{kg}$ ) from one position to another, using the hands.	<ul style="list-style-type: none"> <li>Lifting food shopping bags (delivery)</li> <li>Transferring food onto room trolleys</li> </ul>	Rarely; $\leq 2$ times/day, approximately 15 minutes each Rarely; $\leq 2$ times/day, approximately 15 minutes each	
<b>Carrying</b> Tasks involve moving objects ( $\leq 9\text{kg}$ ) from one position to another, using the hands.	<ul style="list-style-type: none"> <li>Food shopping bags (delivery)</li> </ul>	$\leq 8$ times/day, Limited to 20-25 meters per cycle	
<b>Reaching forward</b> Tasks involve forward reaching with the arms extended.	<ul style="list-style-type: none"> <li>Reaching for pots</li> <li>Reaching for dishwashing tray</li> <li>Cleaning of surfaces</li> </ul>	$\leq 8$ times/day, approximately 30 minutes each	
<b>Reaching above shoulder</b> Tasks involve reaching overhead with arms raised.	<ul style="list-style-type: none"> <li>Cleaning (e.g. top of fridge, top shelves, fans)</li> </ul>	$\leq 8$ times/day, approximately 30 minutes each	
<b>Pushing/Pulling</b> Tasks involve pushing objects away from the body or pulling objects towards the body (also includes striking or jerking).	<ul style="list-style-type: none"> <li>Pushing food trolleys</li> <li>Pushing mop bucket</li> <li>Pushing dishwasher trays to dishwasher</li> </ul>	$\leq 8$ times/day, approximately 45 minutes each $\leq 8$ times/day, approximately 60 minutes each Occasionally; $\leq 2$ times/day, approximately 15 minutes each Occasionally; $\leq 2$ times/day, approximately 15 minutes each $\leq 2$ times/day, approximately 10 minutes each	

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
<b>Hand/arm dexterity</b> Tasks involve use of hands and arms like wrist and/or elbow flexion and extension (i.e. typing, stacking).	<ul style="list-style-type: none"> <li>• Peeling of fruit or vegetables</li> <li>• Hand washing of dishes or pots</li> <li>• Kitchen online orders</li> <li>• Kitchen planning typing of labels</li> </ul>	≤ 8 times/day, approximately 30 minutes each ≤ 8 times/day, approximately 30 minutes each ≤ 8 times/day, approximately 30 minutes each	
<b>Handwriting</b> Tasks that require the production of written material to record or communicate information.	<ul style="list-style-type: none"> <li>• Kitchen record documentation</li> <li>• Kitchen planning</li> </ul>	≤ 10 times/day, approximately 5 minutes each ≤ 1 times/day, approximately 5 minutes each	
<b>Keyboard duties</b> Task involve sitting at workstation and using computer.	<ul style="list-style-type: none"> <li>• Kitchen online orders</li> <li>• Kitchen planning typing of labels</li> <li>• Trainings</li> </ul>	≤ 2 times/3 months, approximately 120 minutes each ≤ 2 times/3 months, approximately 120 minutes each	

## Environmental Demands

Environmental Demands	Specific Tasks	Frequency/Duration of exposure per day	Comments
<b>Hazardous substances</b> Tasks involve handling or transporting hazardous substances (e.g. gas.); explosive or flammable gases requiring precautionary measures.	<ul style="list-style-type: none"> <li>• Kitchen/dishwasher chemicals</li> <li>• Cleaning chemicals</li> </ul>	≤ 2 times/day, approximately 10 minutes each	

## Cognitive and Psychosocial Demands

Psychological Demand	Required to perform roles and responsibilities of the job? (Tick appropriate option)				Comments
	Unlikely	Possible	Occasionally	Regularly	
<b>Adaptability and flexibility</b> Ability to work effectively in the midst of change or rigid constraints. Adapts to changing needs, conditions and work responsibilities.				✓	
<b>Decision making</b> The ability to work effectively when analysing problems, organising information, resolving issues or generating solutions.				✓	
<b>Degree of Self-Supervision</b> The ability to work effectively without supervision.			✓		
<b>Exposure to Confrontational Situations</b> Ability to work effectively when confronted by an individual or encountering confrontational situations requiring the employee to take action.	✓				
<b>Problem Solving and Analysis</b> The ability to work effectively at solving problems and analysing situations and information.				✓	

## Physical Functional Demands (Sensory)

Sensory Demand	Required to perform roles and responsibilities of the job?			Comments
	Always	Often	Never	
<b>Vision</b> Tasks involve use of eyes as an integral part of task performance e.g. looking at computer screen, keyboard, etc., peripheral vision.	Necessary in order to effectively and safely perform roles and responsibilities.			
<b>Hearing</b> Use of hearing is an integral part of work performance e.g. telephone enquiries.	Necessary in order to effectively and safely perform roles and responsibilities.			
<b>Smell</b> Tasks involve the use of smell as an integral part of the task performance e.g. working with chemicals.	Needed in some instances to effectively and safely perform roles and responsibilities.			
<b>Touch</b> Tasks involve the use of touch integral to task performance.	Necessary in order to effectively and safely perform roles and responsibilities.			
<b>Taste</b>	Necessary in order to effectively and safely perform roles and responsibilities.			

**Mandatory Personal Protective Equipment:**

- Gloves
- Aprons
- Goggles (for handling cleaning chemicals)
- Closed-toes shoes
- Masks (depending on current DET guidelines)

**Any other relevant comments:**