

POSITION DESCRIPTION

Date	April 2021
Position Title	Children Services Employee - Cook
Reports to (position title)	Centre Coordinator – Childcare
Department	Children's and Family Services

Organisational Context

bestchance Child Family Care is an independent, not-for-profit, community organisation with offices in Glen Waverley, Bayswater and Pakenham, Victoria, Australia.

bestchance adopts an innovative and holistic approach to assisting young children and families by integrating a range of specialist family oriented educational and welfare community services. The range of programs delivered include Early Childhood Education and Care (ECEC) Family Day Care, Kindergarten, Child Care; Children's Therapy, Parent and Child Support, Training, Community Support and Cheshire, an independent, specialist primary school for children with social, emotional and learning difficulties.

These programs recognise that the early years of a child's life are the most formative and influential and we strive to adhere to the principles of 'best practice'. This commitment ensures that families are, at all times, respected as the experts on their children and supported in an environment that is strength based and family centred.

bestchance also works in partnership with families in managing a number of kindergartens under its Early Years Management Program.

bestchance is committed to implementing and adhering to the Child Safe standards including the development and implementation of people practices that reduce the chance of child abuse within the organisation, for which we advocate zero tolerance.

Health safety and wellbeing first, is an expectation of all, where staff implement local work instruction and processes aligned to organisation requirements and are accountable for their own safety and safety of others.

PURPOSE

For all children, families and individuals to thrive in their community.

VISION

Inclusion we include everyone regardless of their background, needs or circumstances

Care We nourish and nurture resilient relationships

Education We develop skills and knowledge to build capacity and resilience.

VALUES

Humility we focus on listening to better understand and meet needs

High Expectations we have high aspirations for our client outcomes and for the calibre of our services and staff

Innovation we embrace change based on critical reflection

Curiosity we seek new understandings and knowledge

Evidence we seek and generate evidence to evaluate and improve our programs

Challenge we look beyond the immediate to achieve different results

POSITION PURPOSE

The purpose of this position is the preparation of nutritious and tasty meals for children from 6 weeks to 6 years attending the Integrated Children's Centre. The meals will be planned, nutritious and culturally appropriate to ensure the individual needs of children are met as well as allergies and dietary requirements.

- Work with the Centre Coordinator to develop an appropriate menu for the early learning program;
- Provide personalised care and education to meet the individual needs of the children and families through a flexible approach to meal preparation;
- Prepare all meals at the centre in a timely manner;
- Be flexible in menu development and meals provision in order to respond to the changing needs of children;
- Ensure the relevant and current menu is displayed where parents can view this at all times and families are given notice of any change to the weekly menu;
- Ensure that recipes and menus are accessible to all employees;
- In consultation with the Centre Coordinator ensure supplies are maintained and orders are correct, within budget constraints and made in a timely manner;
- Follow housekeeping practices to ensure that equipment is maintained at optimal levels and that hygiene and cleanliness of the kitchen is maintained;
- Ensure health inspections are passed successfully to the highest standard

KEY RESULT AREAS AND RESPONSIBILITIES

1. Legislative, Accreditation and Organisation Requirements

- Ensure activities within their area of responsibility comply with:
 - The National Quality Framework 2020 and its quality areas
 - Occupational Health and Safety Act 2004
 - The bestchance People Principles
 - The bestchance Child Family Care Policies and Procedures
 - The Education & Care Services National Act 2010

- The Education & Care Services National Regulations 2011
- Food Safety Act 1984

2. Relationships Management

- Work with the Centre Coordinator to have an awareness of the cultural, socio-economic and individual needs of the children and their families and work creatively to meet diverse needs as appropriate.
- To help provide a healthy, safe and welcoming environment for all children, their carers and families, the staff of the service and service users;
- Work in partnership with other staff and actively seek ways to collaborate with all professionals working in the service;
- Using a family centred approach, acknowledge families as the primary agents of their child's development and the pivotal role of families in children's lives.
- Create a welcoming environment where all families are encouraged to participate in and contribute to their child's development.
- Ensure all interactions with children and families reflect the centre's philosophy and policies.
- Provide high quality customer service to children and families.
- Respond to concerns in a timely manner and refer significant and/or unresolved issues to the Centre Coordinator
- Respect the confidentiality of information relating to parents and children.

3. Teamwork

- Using the strengths-based approach provide supervision, direction and professional support for educators, parents, students and volunteers ensuring all room activities comply with all legislative requirements and the bestchance People Principles.
- Work with colleagues in a spirit of co-operation to maintain and continuously improve the standard of the service at bestchance Child Family Care.
- Contribute to an atmosphere of trust and professional respect through an attitude of openness, tolerance, constructive conflict resolution processes and maintenance of confidentiality.
- Attend staff meetings and any professional training sessions as required by the Centre Coordinator
- Accurately and promptly communicate all messages and report all issues to the Centre Coordinator
- To ensure all concerns are communicated to the Centre Coordinator as soon as possible;
- Participate in professional development that is offered and actively seek opportunities for training;
- Adhere to and contribute to the development of service policies and procedures

4. Risk Management

- Maintain a professional approach to work ensuring standards of performance reflect the centre's philosophy, policies and procedures and ensures confidentiality in all aspects of room operations
- Ensure compliance with the Child Care Centre Food Safety Plan and Procedures;
- Ensure correct health and safety standards are followed, for example when working with children, preparing meals and equipment etc.
- Follow emergency evacuation and safety plans and procedures as instructed;
- Ensure that OH&S hazards identified are addressed or raised immediately to ensure the safety and welfare of all children, staff and visitors to the centre;
- To adhere to and monitor Occupational Health and Safety regulations and needs within the service.
- Carry out building, equipment and security checks where appropriate and report all health and safety risks to the Centre Coordinator.
- Become familiar with the Centre's Evacuation Procedures and fire extinguisher positions.
- Perform all duties in accordance with the Occupational Health and Safety Act 2004
- Engage in regular emergency evacuation drills.
- Maintain a high level of hygiene and safety.
- Carry out routine internal and external cleaning and tidying tasks.

KEY SELECTION CRITERIA

- Demonstrated experience in cooking, and in providing meals for a large number of People/children at one time;
- The demonstrated ability to plan and provide appropriate menus and meals for young children;
- A demonstrated knowledge of hygiene and food handling techniques as required in the OH&S Act 2004 and the Food Act 1984;
- A sound knowledge of the Education and Care Services National Regulations 2011 and Act 2010.
- A sound knowledge of the National Quality Standards
- Current Working with Children Check demonstrating suitability for employment in a children's service prior to commencement and at centre licence renewal;
- Ability to work effectively as part of a team.
- Ability to support parents, staff and children in their different dietary and cultural needs

Other

- Must hold a relevant qualification in Food Handling e.g. Certificate or equivalent;
- Must hold a satisfactory current Crim Check and a current Working With Children Check