



POSITION DESCRIPTION

Title: Boarding House Chef/Cook
Reports to: Food Services Manager
Date: 2022

Genazzano FCJ College is a Catholic College with a long tradition of academic excellence and pastoral care. Innovative learning programs are offered for Early Years learning (open to 3 and 4 year old boys and girls) with a focus on girls' education (Prep to Year 12) and a Boarding option for students (from Year 7).

Reflecting the ideals and values of FCJ education, Genazzano aims to promote the spiritual, moral and academic formation of its students so that they develop into women of faith and strength with capacity to provide leadership in the broader community. We aspire to the pursuit of excellence in all areas of College life.

The professional environment for staff at Genazzano FCJ College emphasizes innovation, the importance of life-long learning and quality relationships between staff, students and parents.

The Boarding House Cook reports to the Food Services Manager.

EXPECTATIONS OF STAFF IN A CHILD SAFE SCHOOL

Genazzano FCJ College is committed to creating and maintaining a child safe environment in which all students, feel safe and are safe. Our College actively promotes the safety and wellbeing of all students and all staff members are committed to protecting students from abuse or harm in the College environment, in accordance with their legal obligations including child safe standards. A condition of employment is that staff are deemed to be persons suitable to work with children. Genazzano FCJ College has a *Child Safe Policy* and a *Child Safety Code of Conduct*. All staff members of the school are subject to and expected to comply with the *Child Safe Policy* and the *Child Safety Code of Conduct*.

POSITION OBJECTIVES

It is the responsibility of the Boarding House Cook to assist in managing all Boarding House catering operations efficiently within the College policy guidelines.

The Boarding House Cook is integral to managing the food operations of the Boarding House, in conjunction with the Food Services Manager and under the guidance of the Director of School Services, using established routines, methods and procedures.

The Boarding House Cook must ensure that safe and appropriate practices are followed in relation to hygiene, health laws and regulations.

The Boarding House Cook must show a commitment to the success and wellbeing of Genazzano, its students, staff and the wider community.

KEY RESPONSIBILITIES

The specific duties of the Boarding House Cook include:

1. Menu
 - a. Construct a healthy, interesting, varied and innovative menu within the Café guidelines in conjunction with the Food Services Manager.
 - b. Plan orders of ingredients according to identified requirements
2. Food Handling and Hygiene
 - a. Be thoroughly aware of current Food Handling and Hygiene Laws.
 - b. Assist with the submission of a 'Food Safety Program' with the local Council Environmental Health Department, and updating of such as required.
 - c. Control and direct the food preparation process and any other activities relating to the Boarding House kitchen
 - d. Keep abreast of current food handling requirements, attending appropriate training or Personal Development courses as required or recommended by the College.
 - e. Oversee food preparation, portion sizes, and the overall presentation of food.
 - f. Work toward the ongoing improvement of service, facilities and Safe Food Handling.
3. Interpersonal and Communication Skills
 - a. Facilitate a positive, supportive and productive environment.
 - b. Relate in a professional manner with students, staff and parents.
 - c. Liaise effectively with all stakeholders.
4. Safety
 - a. Ensure a safe work environment and work practices are followed at all times.
5. Stock Control
 - a. Assist with the economical ordering and checking of stock deliveries, as per delivery dockets.
 - b. Control food wastage to manage potential lost income with menu planning
 - c. In conjunction with the Food Services Manager undertake a stock take of goods at designated intervals.
6. Organisation Skills
 - a. Establish effective procedures for the Boarding House operations.
 - b. Maintain accurate and complete records.
 - c. Provide reports to the Director of School Services as required.
7. Finance
 - a. Prepare purchase orders, invoices and stock transfers for the College Finance Department to process.
8. Any other duties as directed by the Principal.

ACCOUNTABILITY

- The Boarding House Cook is accountable to the Food Services Manager
- For implementation of Child Safe Standards, this position is accountable to the Deputy Principal – Child Safe Officer.
- The position must ensure that it operates in accordance with the specific objectives, policies and strategies determined for the effective management of the College's resources and ensure decisions made by the position are subject to review by the Director of School Services.

SKILLS AND EXPERIENCE REQUIRED

- Experience in home cooked food
- Experience as a Cook is desirable but not essential.
- Good problem solving skills
- Good communication skills
- Keep up with cooking trends and best practices
- Working knowledge of various computer software programs (MS Office, POS)

REMUNERATION AND CONDITIONS OF EMPLOYMENT

- Benefits of the Victorian Catholic Education Multi Enterprise Agreement 2018 will be applicable
- The position is classified as a School Services Officer Category C, Level 4, Subdivision 5
- The successful applicant will be expected to hold a current Working with Children Clearance, Police Check and adhere to College Policies.