

## POSITION DESCRIPTION

<b>Title:</b>	Cook
<b>Reports to:</b>	Food Services Manager
<b>Date:</b>	2025

At Genazzano FCJ College, we're on a mission... to fuse the wisdom gained from over 130 years of educating girls, with the best techniques and practices of contemporary learning. Together, it redefines individual academic success and creates a distinctive opportunity to equip girls for a future we cannot imagine – but are privileged to guide them to.

From the co-educational Early Learning Centre (3- and 4-year-olds) to the specialist girls' pathways from Preparatory to Year 12, Genazzano is on a relentless quest to unlock the potential of every student as they uncover their personal excellence and fuel their aspirations. To do this, our professional environment at Genazzano emphasises innovation, the importance of lifelong learning and quality relationships between staff, students and parents.

Our Catholic faith and educational expertise energise us to prepare our students for a future where the keys to success will be very different to that of the past. For this reason, we unapologetically coach our students outside their comfort zone and challenge them to think critically about the world they'll inherit. This commitment extends beyond the classroom. We believe in nurturing not just their minds but also their hearts and spirits. Hope, courage, and a profound sense of community are the pillars upon which Genazzano FCJ stands.

As a future-oriented community, with a distinctive learning culture and a heart for humanity, we value reflection, excellence, wisdom, and service to empower our students and staff to transform the world around them.

## 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 Cook to assist in managing all College catering operations efficiently, profitably and within the College policy guidelines.

The Cook is integral to managing the day-to-day operations of the Café and functions, in conjunction with the Food Services Manager, using established routines, methods and procedures.

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

The Cook will operate each day that students are at the College, or as agreed by the Principal and her delegate.

The 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 Cook include:

1. Menu
  - a. Construct a healthy, interesting, varied and innovative menu within the Café guidelines.
  - 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 kitchen and café area
  - 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. Relate in a professional manner with students, staff and parents.
  - b. Liaise effectively with all stakeholders.
4. 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.
5. Organisation Skills
  - a. Establish effective procedures for the Café's operation.
  - b. Maintain accurate and complete records as required.
6. Any other duties as directed by the Principal.

## **ACCOUNTABILITY**

- The 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 Business Services.

## **SKILLS AND EXPERIENCE REQUIRED**

- Proven working experience as a Cook
- Ability to identify and resolve problems efficiently
- Capable of delegating multiple tasks
- 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**

- A salary will be negotiated according to qualifications and experience.
- Benefits of the Catholic Education Multi Enterprise Agreement 2022 will be applicable to the role
- The successful applicant will be expected to hold a current Working with Children Check, Police Check and adhere to College Policies
- 7 Weeks annual leave to be taken during school holidays
- Working hours are 7.00am to 3.00pm, Monday to Friday