COOK CENTRE BASED CHILDCARE

CLASSIFICATION: Band 3

OCCUPANT: Vacant

DATE: November 2026

POSITION CONTEXT & OBJECTIVE(S):

To plan and prepare nutritious, well-presented and appropriate meals and snacks for children 0-6 years of age.
To work as part of an enthusiastic and child focused team.

KEY RESPONSIBILITIES AND DUTIES:

1. To ensure total compliance with all relevant requirements of the Food Safety Program and with the National Quality Standards/Framework.
2. To plan and display, in consultation with the Team Leader, a menu for children 0-6 years of age which is nutritional, well balanced, suited to dietary needs of the children, reflects a variety of cultural backgrounds and is in keeping with the Early Years Learning and Development Nutrition, Food and Beverages Policy.
3. To ensure all procedures are maintained to high standards eg: hygiene, overall presentation of kitchen area.
4. To purchase food provisions which are required each week/month in line with the service menu and according to the budget.
5. Process all invoicing as required for payment of accounts.
6. To relate, support and work effectively with all staff, students and volunteers.
7. To liaise and interact with parents in a friendly and non-judgemental way in relation to their child's needs.
8. To attend staff meetings, in-service training and to pursue your own professional development requirements.
9. To maintain a professional approach to work which reflects the service's philosophy, policies and procedures and ensures confidentiality in all aspects of service operations.
10. To carry out other duties as requested by the Team Leader or responsible person.
11. To meet all requirements set out and comply with Internal and External Food/ Kitchen Audits.
12. To meet and maintain requirements for a Class 1 Kitchen.

Council is committed to creating and maintaining a child safe and child friendly city, where all children are valued and protected from abuse. Child safety and wellbeing are a community responsibility and are everyone's business. The safety of children in our care is Council's first priority and we have zero tolerance for child abuse or harm.

KEY SELECTION CRITERIA:

- Previous experience and or qualifications in planning and preparation of food for large groups.
- Clear understanding of the Food Safety Program.
- Ability to work within and maintain a budget.
- Ability to demonstrate an understanding and sensitivity to cultural influences of children and families.
- To demonstrate flexibility and a willingness to consider new ideas and theories while working within a team environment.

The qualifications, skills and experience outlined in this position description are ideals to which the occupant will aspire. Unless specifically stated, they are not absolutely essential.

GENERAL EMPLOYMENT PROBITY CHECKS:

The incumbent must have and maintain a current Fit2Work (Police Records):
☑ YES

The incumbent must have and maintain a Working with Children Check:
☑ YES

RELATIVE LEGISLATION

COOK CENTRE BASED CHILDCARE

- Fair Work Act 2009
- National Employment Standards
- Occupational Health & Safety Act 2004
- Superannuation Act 1976
- Victoria Long Service Leave Act 2018
- Victoria Workplace Injury Rehabilitation and Compensation Act 2013
- Gender Equality Act 2020
- Child Safe Standards

ORGANISATIONAL RELATIONSHIPS:

Reports to:	CBCC Team Leader
Supervises:	All staff in the process of handling food
Internal Contacts:	Coordinator, Team Leader, Parents, Staff, Students & Volunteers
External Contacts:	Supermarket personnel, Greengrocers, Butcher, general suppliers

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- To have an understanding of the requirements of the Occupational Health & Safety Act.
- Ensure all practices stated in the Food Safety Program are maintained by all staff.
- Report to the Team Leader any malfunction in the equipment used.

JUDGEMENT AND DECISION MAKING:

- Responsible for planning, ordering all food requirements for the number of children attending the service daily whilst adhering to the monthly budget allocation.
- Guidance is always available.

SPECIALIST KNOWLEDGE AND SKILLS:

- Clear understanding of the Food Safety Program with the ability to work in a class one kitchen.
- Implementation of the Food Safety Program.
- Previous experience preparing nutritious and balanced meals.
- Food Safety Supervisor Certificate.

MANAGEMENT SKILLS:

- The ability to work well on own and within a team environment.
- The ability to perform duties within time constraints.
- The ability to forward plan.
- To provide on the job training and guidance in relationship to the food safety program.

INTERPERSONAL SKILLS:

- Ability to effectively communicate with Staff, Parents and Children.
- To have effective listening skills.
- Demonstrate ability to be part of a team.

QUALIFICATIONS AND EXPERIENCE:

- Suitable qualification and or experience related to food planning and preparation. (E.g., Food Safety Supervisor Certificate)

TERMS AND CONDITIONS OF EMPLOYMENT:

COOK CENTRE BASED CHILDCARE

The Terms and Conditions in this Position Description are to be read in conjunction with the Warrnambool City Council Enterprise Agreement.

AGREEMENT:

I accept and agree to the duties in this Position Description. I understand that this Position Description is to be read in conjunction with the General Terms & Conditions of Employment and I agreed to abide by the terms and conditions stipulated therein.

Name:	
Signature:	
Date:	