Position Description

Title: Early Learning Centre Cook
Award and Classification Level: Children’s Services Award
Faculty/Office: U@MQ Ltd (Campus Life)
Hays Evaluation Level: NA
Department/Team: Early Learning
Approved by CEO:

Position Purpose: To plan, prepare, and serve nutritious, culturally varied, and appropriate meals for children attending the early learning centre and school holiday programs.

ORGANISATIONAL CONTEXT
The Office of the Vice President, People and Services has executive responsibility for the University’s people strategies, information technology, business intelligence and reporting, and campus services.

The portfolio includes U@MQ, a subsidiary company of Macquarie University known as Campus Life. Campus Life is a seven-days’ a week operation, providing a suite of services and programs to students, staff, visitors, and local community designed to “bring life to our campus”.

Campus Life operates in the following key areas:
- Early learning and school holiday programs
- Sports & recreation
- Hospitality
- Retail

Early Learning and school holiday programs operate within the Programs & Partnerships business unit. Program and Partnerships is accountable for program development, strategically aligned partnerships, and the advancement of the Campus Life brand.

The Early Learning Centres and school holiday programs provide University staff, students, and the wider community with high quality educational and/or recreational programs for children up to 12 years of age.

ORGANISATION CHART
**KEY ACCOUNTABILITIES**

- In consultation with families, staff, and the Centre Manager, develop and prepare nutritious, flavoursome, seasonal menus that are prepared and presented on time and in line with budget.
- Ensure the menu meets recommended dietary guidelines and the specific dietary needs of children with food allergies, food intolerances, and religious or lifestyle requirements.
- Maintain a safe, clean, and hygienic kitchen environment by completing all daily and periodical cleaning tasks, undertaking food safety checks, following food handling and infection control policies and procedures, and maintaining a high standard of personal presentation and hygiene.
- Place food orders using the designated ordering system and follow relevant procedures and processes.
- In consultation with the Centre Manager, develop and maintain a recipe book and kitchen procedures handbook.
- Undertake a continual cycle of improvement that includes seeking feedback on the menu, evaluating the menu, and adapting as required.
- Manage stock levels and stock rotation, implement appropriate food storage practices, and track and minimise food wastage.
- In consultation with the Centre Manager, cater for centre events such as family evenings, morning/afternoon teas, and other celebrations as required.
- Inform the Centre Manager of any faulty equipment or breakages and provide input into purchases of new equipment in line with budget requirements.
- In collaboration with centre staff, assist in the implementation of food and nutrition related learning opportunities and experiences with children.
- Build and maintain strong, positive, and ethical relationships with children, families and staff and contribute to a professional and positive work culture.
- Work with the Centre Manager to undertake all actions necessary and appropriate to this classification to maintain compliance with the National Quality Framework and Child Protection laws.
- With direction from the Centre Manager, assist to implement diversity, equity, and inclusion initiatives.
- Comply with Campus Life policies and procedures and applicable Privacy, EEO, and WHS regulations, policies, and practices.
- Perform any other duties as required and appropriate for this classification.

**POSITION CONTEXT**

| Reports to: | Centre Manager |
| Positions Reporting to: | Direct – approx. 0  
Indirect – approx. 0 |
| Key Direct Clients: | Children, parents, and families  
Other centre staff |
| Other Key Relationships: | Other Centre Cooks  
Business Operations Manager, Early Learning  
Manager, Programs  
Campus Services – Food and Beverage Controller  
Campus Services - Stores  
Campus Services - Head Chef  
Other Campus Life and University staff |
| Budget Accountability: | NA |
| Role-specific Conditions: | Working with Children Check  
Approved First Aid qualification  
Approved Asthma and Anaphylaxis qualifications  
Safe Food Handling and Hygiene qualifications  
Nutrition and Menu Planning qualifications  
Shift work – variation to start and finishing times required including attending out of hours meetings as required |
<p>| Scope and autonomy: | Performs a range of tasks by applying established guidelines, methods and/or instructions |
| Problem solving | Uses judgement to assess best approach and timing of tasks with some scope to solve non-standard problems |</p>
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<tr>
<th>COMPETENCIES</th>
<th>ATTRIBUTES</th>
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<tr>
<td><strong>Planning and Execution</strong>: Managing time and resources to complete tasks and achieve objectives.</td>
<td><strong>Perseverance</strong>: Persevering despite obstacles to ensure tasks are completed.</td>
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<td><strong>Quality Focus</strong>: Ensuring accuracy and quality when completing tasks.</td>
<td><strong>Flexibility</strong>: Responding effectively to unexpected or changing circumstances.</td>
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<td><strong>Change Focus</strong>: Adapting to new situations and dealing with change</td>
<td><strong>Integrity</strong>: Maintaining confidentiality, discretion, and professionalism.</td>
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<td><strong>Communication</strong>: Conveying ideas and concepts to others</td>
<td><strong>Reliability</strong>: Meeting commitments and responsibilities.</td>
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<td><strong>Culturally Aware</strong>: Values diversity as a strength and contributes to an inclusive working environment</td>
<td><strong>Service Focus</strong>: Making the needs of children and families a priority.</td>
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<td><strong>Relationship Management</strong>: Establishing effective working relationships with others.</td>
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<td><strong>Developing Capability</strong>: Taking responsibility for own wellbeing and actively engaging in professional development activities</td>
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## Required Knowledge

Qualifications, technical and/or professional skills and information needed from day one for successful performance.

- Certificate 3 in Commercial Cookery (or equivalent)
- Certificate in Safe Food Handling and Hygiene
- Certificate in Nutrition and Menu Planning
- First Aid Certificate
- Medium level computer literacy

## Acquired Knowledge

Organisational and/or professional skills and information to be developed within the first 3 to 6 months in the role for successful performance.

- Knowledge of the Centre’s policies, systems, processes, and procedures.
- Knowledge of Campus Life’s functions and structure.
- Knowledge of Campus Life’s policies, systems, processes, and procedures.
- Knowledge of what other areas of Campus Life and the University do and how they interact with the Centres

## Key Experiences

Practical experiences and exposure to specific environments or activities related to successful performance.

- Demonstrated experience in cooking for large numbers (50+) and/or for groups of young children
- Demonstrated experience planning, preparing, and evaluating menus within a budget
- Excellent organisational and time management skills
- Ability to establish, build and maintain relationships with colleagues and customers