

QUEENSLAND LUTHERAN EARLY CHILDHOOD SERVICES (QLECS)

POSITION TITLE:	Cook – Early Learning Centre
RESPONSIBLE TO:	Service Leader

Authority and Accountability

The Lutheran Church of Australia Queensland District (LCAQD) is the Approved Provider for all Lutheran Early Childhood and School Aged Care Services in Queensland. QLECS manages the obligations of the Approved Provider (holds the Approved Provider's delegated authority) and acts on behalf of the Approved Provider to mitigate risk for and to the Church. QLECS works to promote best practice and quality within each Service. Each Service provides opportunity for ministry and mission for the Church – an outreach for the local Congregation, School/College and QLECS.

The Cook shall abide by the constitution and by-laws of LCAQD and QLECS, accept the policies and objectives determined by QLECS Council and QLECS Branch and be consistent with principles of good practice in development and maintenance of professional relationships.

The incumbent will be expected to conduct their work in an atmosphere of Christian Service in support of the Lutheran ethos, maintaining and implementing the mission and vision of the Service and QLECS.

Qualifications and Requirements

Qualifications

- Certificate in Food Handling, Nutrition and Menu Planning.
- Accredited Food Supervisor's Course
- Working with Children Check

Requirements

- Demonstrated experience in planning nutritionally based meals.
- Experience in preparing meals for children in an early childhood setting
- Demonstrated knowledge of culturally appropriate menu planning
- Knowledge of hygienic food preparation
- Understanding of Workplace Health and Safety guidelines

Role

The Cook is part of a team of professionals working within a Service whose role is to ensure, in conjunction with the Service team, the provision of nutritious and hygienically prepared meals and drinks at the Service.

Key Responsibilities:

Christian Ethos:

- Foster and nurture the Christian foundation and environment of the Service.
- Support mission and ministry to the staff and families at the Service.

Laws, Regulations and Standards

Menu Planning

- Plan for and cater for all children's dietary requirements including; anaphylaxis to food, food allergies, cultural dietary requirements and personal beliefs dietary requirements.
- To effectively manage your time so that meals are prepared in a timely manner.
- Actively take part in risk minimization assessments and actively plan for children with anaphylaxis and food allergies.
- Ensure food is presented to children in an appealing and timely manner.
- Ensure that the kitchen cleaning checklist is completed and signed on a daily basis.
- Ensure all centre staff adhere to effective hand washing practices before entering the kitchen.
- Display weekly menu for families.

Nutrition

- To contribute to planning a nutritionally balanced menu, in accordance with the Australian Dietary guidelines.

Work, Health and Safety

- Know, understand and have experience working with Work, Health and Safety legislation.
- Ensure Work Health and Safety procedures and practices are followed.
- Record and report Work, Health and Safety incidents as per legislative and Approved Provider requirements to the Service Leader.
- Maintain a tidy, clean, hygienic kitchen free from debris and clutter.

Service Management

Policies and Procedures

- Implement the Service's policies and procedures at all times.
- Undertake policy reviews when required.

Administrative Duties

- Adhere to operational expenditure as per the budget.

Supplies and Equipment Purchasing

- Submit a list of required equipment, materials and/or supplies, with costing, to the Service Leader.
- Ensure adequate supplies are maintained at all times.

Human Resources

Human Resource Management

- Participate in team meetings when required.
- Follow the Service's policies and procedures to resolve disputes and conflicts.
- Have effective communication and interpersonal skills