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| <b>Position title:</b> Cook - Whitehorse Early Learning Services         |                                  |
| <b>Classification:</b> Early Childhood Services<br>Classification : Cook | <b>Effective Date:</b> July 2026 |
| <b>Reports to:</b> Director Whitehorse Early Learning Services           | <b>Tenure:</b> Permanent         |

### About Us:

At Whitehorse City Council, community is at the heart of everything we do.

We aspire to be a healthy, vibrant, prosperous and sustainable community. We enable this through strong leadership and community partnerships.

We strive to stay ahead of evolving changes and needs of our community.

Our five key principles empower our employees to be innovative and provide an excellent customer experience. We are a resilient organisation where everyone belongs.



### CREATe - Our Values and Behaviours:

Our shared values and behaviours are integral to how we go about our work, interact with each other and our community. Our employees 'live' these shared values. In living these values we also ensure that everyone has a voice and that everyone matters.

| Collaboration                                                     | Respect                                       | Excellence                         | Accountability                                             | Trust                                                      |
|-------------------------------------------------------------------|-----------------------------------------------|------------------------------------|------------------------------------------------------------|------------------------------------------------------------|
| We work flexibly together to achieve outcomes and solve problems. | We actively listen, value diversity and care. | We adapt, respond, learn and grow. | We take responsibility and follow through on our promises. | We act with integrity and are empowered to make decisions. |

City of Whitehorse is a culturally and linguistically diverse community. We are proud of the diversity of our workforce and recognise the strength this provides in meeting the needs of our community. We are committed to upholding a safe, inclusive and respectful workplace that values the contribution of all.

Whitehorse City Council is committed to being a child safe organisation. We recognise our responsibilities to keep children and young people safe from harm and have established policies, procedures and training to achieve these commitments.



## Goal Statement

The position is responsible for the provision of nutritious, well balanced and attractive daily meals and snacks for children in the Centre.

## Key Responsibilities

### Position Specific Responsibilities

- Develop rotating seasonal menus for the approval of the Director, including considerations for allergy, cultural and religious requirements.
- In consultation with the Director, order and purchase food and kitchen supplies within the allocated budget.
- Purchase ingredients and supplies in accordance with Council's nominated procurement policy.
- Prepare daily meals and snacks.
- Maintain high standards of food storage, including stock rotation, handling and hygiene protocols as detailed in the food safety plan.
- Undertake cleaning of the kitchen preparation area and maintain kitchen equipment in accordance with the food safety plan.
- Collect and collate information for internal and external food safety audits, and National Quality Standards.
- Maintain record keeping in relation to the food safety plan and Council Policy and Procedure.
- Provide relevant updates and information about the Food Safety Program to the Director and staff.
- Ensure effective communication with the Director, staff, children and families.

### Corporate Responsibilities

General Staff – no supervisory responsibilities

- Adhere to all Corporate Policies, Procedures and the Organisational Goals and Values in the current Whitehorse City Council Collective Agreement.
- Understand and adhere to the Risk Management Policy (as it relates to the employees work area) and related procedures that are designed to minimise injury and/or loss to individuals, assets and equipment.
- Report any matters that may impact on the safety of Council employees or citizens, assets and equipment.
- Undertake identification, reporting and resolution of risk management activities (including that staff are appropriately trained) and ensure that all relevant operating procedures provide for a safe working environment.
- Apply sound financial management techniques to team budget processes.



- Provide equitable and sound supervision of staff, (including ensuring appropriate training, development and motivation) to ensure that team KRA's are met and contribute to the strategic objectives of the team.
- Ensure appropriate care and use of assets and equipment.

## Accountability and Extent of Authority

**Budget:** Nil

**Staff responsibility:** Nil

## Judgement and Decision Making

- Work practices and procedures are well defined. The position requires the ability to solve minor problems that have generally been encountered before.
- The position may make recommendations to the Director to vary from a set plan.

## Specialist Knowledge and Skills

**Licences and Experience:**

- Demonstrated experience in food preparation, purchasing and ordering supplies.
- Previous experience as a Child Care Centre Cook is desirable.

**Technology:**

- Understanding of nutritional, religious and cultural requirements and food allergies for children.
- Ability to accurately estimate required quantities of supplies.
- Awareness of statutory regulations in relation to health and hygiene, including the food safety plan.

## Qualifications and Experience

**Qualifications/ Certificates:**

- Current Food Safety Supervisor Certificate is desirable.
- Certificate in Food Handling.
- Current Level 2 First Aid Certificate.
- Current Anaphylaxis qualification.
- Current Working with Children Check.
- Current National Criminal History Check.

## Interpersonal Skills

- Good verbal and written communication skills to enable effective interaction with staff, children and suppliers.
- Accurate record keeping and clear communication of menu information.



### **Key Relationships:**

- The position will liaise with all staff in the Early Childhood Services team and other Council employees.
- The position is required to maintain professional relationships with suppliers, families, early childhood and other relevant professionals.

### **Management Skills**

- Ability to schedule and distribute food to meet set timeframes.

### **Application Requirements**

- Satisfactory National Criminal History Check.
- Working with Children Check.
- A valid Victorian driver's licence or ability to move around the municipality for work.
- The position includes an inherent physical requirement to lift pots and pans, and carry grocery supplies. Please refer to the Physical and Functional Requirements Checklist for more information. Shortlisted candidates may be required to attend a pre-employment medical examination.
- The position will be required to attend out of hours meetings.
- This position has been identified as an "at risk" role which may have a potential occupational exposure to a vaccine preventable, communicable disease. It is a requirement that the incumbent receives immunisation in accordance with Council's Staff Immunisation Program.

### **Key Selection Criteria**

1. Certificate in Food Handling and awareness of statutory regulations in relation to health and hygiene, including the food safety plan.
2. Demonstrated experience in food preparation as well as accurately purchasing and ordering supplies.
3. Understanding of nutritional, religious and cultural requirements and food allergies for children.
4. Ability to schedule and distribute food to meet set timeframes.
5. Good verbal and written communication skills to enable effective interaction and clear communication of menu and purchasing information.



## Physical Requirements

| Physical Functional Demand                                                                                               | Specific Physical Job Tasks                                                                                                                  | Frequency/Duration of performance of task per day                                                                                           | Comments |
|--------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|----------|
| <b>Kneeling/Squatting</b><br>Tasks involve flexion/bending at the knees, ankle and waist in order to work at low levels. | Cleaning trolleys; cleaning floors; intermittent interaction with oven; food delivery handling.                                              | 1 minute, 2 times per shift per trolley; 2 minutes per shift; 2 minutes per shift; once per week frequency of 5 to 6 or more squats.        |          |
| <b>Hand/Arm Movement</b><br>Tasks involve use of hand/arms.                                                              | Meal preparation; cleaning; chopping and food preparation.                                                                                   | Constant throughout the first and second third of the shift; constant throughout the remaining first third of the shift.                    |          |
| <b>Bending/Twisting</b><br>Tasks involve forward or backward bending or twisting at the waist.                           | Intermittent bending to interact with oven, dishwasher and fridge; accessing dishes from lower cupboards.                                    | Approximately 3 oven interactions throughout shift; low load frequency of approximately 5 times per shift; intermittently throughout shift. |          |
| <b>Standing</b><br>Tasks involve standing in an upright position.                                                        | All tasks require standing.                                                                                                                  | Throughout shift. Very unusual to sit down.                                                                                                 |          |
| <b>Reaching</b><br>Tasks involve reaching above head, and above and equal to shoulder height.                            | Accessing food, ingredients and dishes from cupboards.                                                                                       | Intermittently for short durations. Reaching over shoulder height is no more than 5% of total shift time.                                   |          |
| <b>Walking</b><br>Tasks involve walking on slopes and walking whilst pushing/pulling objects.                            | Food preparation and cleaning tasks require intermittent short walking from pantry, rooms and laundry.                                       | Throughout shift.                                                                                                                           |          |
| <b>Lifting/Carrying</b><br>Tasks involve raising, lowering and moving objects from one level position to another.        | Lifting pasta and soup pots at bench height; lifting trays and dishes out of oven; placing bucket of water on trolley; emptying rubbish bag. | At least 2 times per shift; 2 times per shift; 4 times per shift; 1 time per shift.                                                         |          |
| <b>Pushing/Pulling</b><br>Tasks involve pushing/pulling away from and towards the body.                                  | Pushing trolley.                                                                                                                             | 3 times per shift, 10 minutes total.                                                                                                        |          |



|                                                                                                        |                                          |                                     |  |
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| <b>Keyboard Duties</b><br>Tasks involve sitting at workstation and using computer.                     | Food ordering, typing menus and recipes. | Once per week for 30 to 60 minutes. |  |
| <b>Satisfactory Vision</b><br>Standard of vision required equal to that required for driver's licence. |                                          |                                     |  |

**Any other relevant comments:**