

POSITION TITLE:	Early Years Cook	CLASSIFICATION:	Band 3
REPORTS TO:	Early Years Team Leader	DIRECTORATE	Community and Wellbeing
DEPARTMENT:	Connected Communities	TEAM:	Early Years

## OUR STRATEGIC CONTEXT



## PURPOSE

Our organisation is accountable, sustainable, and delivering effective services to our community.

## VISION

Our community is a safe, inclusive, and creative city that celebrates and embraces its vibrancy of cultures.

## VALUES

Cooperation, Change and New Ideas, Learning, Achievement, Communication & Accountability.

## COUNCIL PLAN

A thriving and unique place; an inclusive and healthy community; and a people-centred and future ready city.

## HOW YOUR ROLE CONTRIBUTES

As the Early Years Cook your role is responsible for planning, preparing, and serving age-appropriate nutritious meals and snacks for infants, toddlers, and young children while maintaining a safe, hygienic and welcoming kitchen.

The role ensures that all food provided complies with food safety guidelines, supports children's health and development while meeting cultural and individual needs and in accordance with dietary requirements, allergy management and the Education and Care Services National Regulations, Australian Dietary Guidelines and the Health Department.

RESPONSIBILITIES	KEY OUTCOMES
Menu Planning and Kitchen Operations	<ul style="list-style-type: none"> <li>Timely planning and preparation of a menu that is nutritious, culturally varied, appealing and relevant to the developmental and individual needs of children, having regard to the current Dietary Guidelines for Children and Adolescents and the relevant Nutrition and Mealtime Policy</li> <li>Consideration of budget, time management, allergies and intolerances, developmentally appropriate foods and drinks, compliance requirements of the Food Safety Plan, service and presentation.</li> <li>Ensuring adequate quantities of high quality food are purchased, stored, prepared and serviced within required timeframes for various groups within the centre.</li> <li>Undertaking ordering as required and purchasing of food to meet centres budget requirements.</li> <li>Collecting and maintaining dockets and invoices.</li> <li>Monitoring kitchen related equipment e.g. machinery, utensils, utilities, uniforms and advising the Centre Team Leader when replacement or augmentation of equipment is required</li> <li>Ensuring that, at all times, the kitchen operates as a safe workplace being mindful of Occupational Health and Safety, the Food Safety Plan, and requirements of a Class 1 registered Food Premises and the policies and procedures of the City of Stonnington.</li> </ul>
Food Safety Plan	<ul style="list-style-type: none"> <li>Maintaining a high level of personal hygiene and safety at all times.</li> <li>Conducting all kitchen operation in accordance with the Food Safety Plan.</li> <li>Raising issues relating to the operation of the kitchen, Food Safety Plan and menu planning with the Centre Team Leader and or Early Years Coordinator as required.</li> <li>Assist with monitoring compliance to the Food Safety Plan and review Food Safety Plan annually</li> <li>Ensure preparations for the external Food Safety Audit</li> <li>Demonstrating and providing advice to other staff in safe food handling practices.</li> </ul>

Quality Assurance and Compliance	<ul style="list-style-type: none"> <li>• Work in accordance of the Education and Care Services National Regulations 2011, Education and Care Services National Law Act 2010, and National Quality Framework and Standards, Child Safe Standards and Pre-School Funding Criteria.</li> <li>• Support and contribute to the quality improvement of the service including the Quality Improvement Plan and implementing the National Quality Standards.</li> <li>• Always maintain confidentiality regarding matters within the Centre.</li> <li>• Work according to Centre Policy and Procedures at all times</li> <li>• Ensuring a safe and healthy environment is maintained at all times.</li> <li>• Ensure that due care and diligence is undertaken at all times and that actions do not create a risk to self or others.</li> <li>• Promote and practice the Australian Early Childhood Association Code of Ethics and the United Nations Convention on the Rights of the Child.</li> </ul>
Working with children and their families	<ul style="list-style-type: none"> <li>• Consultant families and children and provide opportunities for their contribution to the menu program to meet the individual needs of all children.</li> <li>• Provide verbal and written communication for families when required</li> <li>• Promote and practice the Australian Early Childhood Association Code of Ethics and the United Nations Convention on the Rights of the Child.</li> <li>• Maintain Anti-Bias procedures and practices at all times. Treat all families and children equally and respect the diversity of backgrounds.</li> <li>• Be aware of and use community resources as appropriate.</li> </ul>
Working with staff	<ul style="list-style-type: none"> <li>• Work co-operatively with other staff and provide clear communication with other team members.</li> <li>• Maintain a positive and flexible approach to change</li> <li>• Contribute positively to the team culture and work collaboratively with a diverse range of people.</li> <li>• Be punctual and attend staff meetings/training as directed by the Centre Team Leader and Early Years Coordinator.</li> <li>• Participate and contribute to meetings such as staff meetings, network meetings, room leader meetings, leadership meetings.</li> </ul>

## KEY WORKING RELATIONSHIPS



**Direct reports:** Educators, Early Years Team Leader, Educational Leader

**Internal:** Early Years Coordinator, Maternal Child Health Nurses

**External:** Children and Families, External Support Agencies, State Government Representatives (e.g. Department of Education)

## REQUIRED EXPERIENCE, SKILLS AND COMPETENCIES

Accountability and extent of authority	<ul style="list-style-type: none"> <li>• Works under general supervision, following established procedures, guidelines, and policies to complete tasks and maintain compliance with organisational standards.</li> <li>• Some roles may involve oversight or supervision of lower-level staff, volunteers, or contractors, but the level of authority for decision-making is typically restricted to the immediate scope of duties.</li> <li>• Any significant decisions or those that deviate from established policies or procedures may require approval from a supervisor or manager</li> </ul>
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	<ul style="list-style-type: none"> <li>Work is carried out within clearly defined guidelines and under general supervision, with limited autonomy constrained by established standards, procedures, the position description, and the scope of tasks assigned to the role as required</li> <li>May be required to provide reports or updates on work progress, but reporting structures are typically well-defined, with oversight provided by senior staff</li> <li>Decisions and actions taken at this level typically impact a specific work group or function, with effects generally confined to a localized area of responsibility</li> </ul>
Judgement and decision making	<ul style="list-style-type: none"> <li>These positions require the application of personal judgment in carrying out specialized tasks, with work typically guided by well-understood and clearly documented procedures</li> <li>Ability to select and apply appropriate techniques, systems, equipment, methods, or processes from a defined range of options to achieve desired outcomes</li> <li>The work is clearly defined, with procedures that are well-understood and thoroughly documented. Tasks involve selecting from a limited range of established techniques, systems, equipment, methods, or processes within a set of recurring work situations</li> </ul>
Management Skills	<ul style="list-style-type: none"> <li>Some positions in this band involve direct hands-on work at the 'work face,' while others focus on first-line supervision of employees performing tasks at the 'work face'</li> <li>Employees in this band are responsible for providing on-the-job training and guidance to those under their supervision. They must also possess a basic understanding of personnel practices to effectively manage and support their team</li> <li>These positions require fundamental skills in time management, planning, and organizing one's own work to achieve specific objectives efficiently, while adhering to available resources and working within a set timetable</li> <li>Employees in this band may assist colleagues by offering guidance, advice, and training on routine technical, procedural, or administrative/professional matters</li> </ul>
Interpersonal skills	<ul style="list-style-type: none"> <li>Demonstrates clear and concise verbal and written communication skills, suitable for interacting with diverse groups, including community members, external agencies, and internal stakeholders</li> <li>Effectively conveys information to a diverse audience, adjusting communication style as needed</li> </ul>
Qualifications, Specialist knowledge and skills	<ul style="list-style-type: none"> <li>Satisfactory completion of Certificate III in Commercial Cookery or experience cooking within a Early Years setting with relevant Food Safety Handling and/or Food Safety Supervisors Certificates, licences and checks. Certificate III in Early Childhood Education and Care is desirable.</li> <li>Demonstrated capacity and experience cooking for medium to large groups (50+ children)</li> <li>Experience in preparing dietary requirement meals (e.g. preparation of meals for consumption by a child with allergies).</li> <li>Experience in monitoring a Food safety program (FSP), Hazard Analysis and Critical Control Points (HACCP) in cooking for large groups of children from a commercial kitchen</li> <li>Working knowledge and understanding of the Education and Care Services National Regulations 2011, Education and Care Services National Law Act 2010, and National Quality Framework and Standards, Child Safe Standards and Pre-School Funding Criteria.</li> <li>Must possess a current Working with Children Check (WWC) and a valid Police Check or be willing to obtain prior to commencing employment</li> <li>This role may be required to complete routine medical checks, undergo fit to work testing, update their police check as necessary, and maintain a current Working with Children Check to ensure compliance with organisational policies and safeguarding standards.</li> </ul>

#### Capability Framework: Level 1 Accomplished

Capabilities are the essential skills and behaviors needed for effective role fulfillment, represented as observable actions

Project Management	Develop essential skills in effective planning, coordination, and control. Responsibilities include tracking tasks to ensure deadlines are met, understanding team objectives, managing time efficiently, and providing valuable feedback for continuous improvement, all contributing to the overall success of the project.
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Change	Creating Path Through Change" by advocating for continuous improvement and contributing new ideas to enhance processes. You will embrace innovative approaches and utilize data to identify opportunities for enhancing work systems, ultimately benefiting both our business and community.
Communication	Effectively communicate with clarity and respect, actively listen and engage with others, adapt language and non-verbal cues as needed, prepare well-structured written materials, and contribute regularly to team discussions and community engagement.
Good governance	Utilise technologies and data to enhance efficiency while ensuring compliance with information security and organisational policies. Support process improvements and help colleagues understand relevant guidelines and procedures.
Achievement	You will deliver customer and community-focused services aligned with strategic objectives. You will seek diverse perspectives, build internal and external networks, and complete tasks on time under guidance. Contributing to resource allocation and team goals, your work will prioritize the needs of customers and the community.
Leadership Impact	You will contribute to a culture of continuous improvement by embracing feedback and supporting your colleagues. You will help ensure that everyone understands how their roles align with our goals and participate in recognising high-quality work while promoting the value of diversity within Stonnington.

## WHAT WE ARE ALL RESPONSIBLE FOR



Workplace Health, Safety and Wellbeing:	We are committed to maintaining a healthy and safe work environment for all employees, contractors, volunteers, and visitors and recognise that this is an integral part of our business. This commitment extends to ensuring activities do not place any person at risk.
Diversity, Equity, and Inclusion:	We are committed to fostering a diverse and inclusive workplace that values everyone's contributions, lived experience, and expertise. A workplace where everyone is supported to thrive and be authentic.
Code of Conduct:	We are committed to the provision of the best possible services to the community in a fair, equitable and inclusive manner and requires all employees to adhere to the standards of conduct.
Service Promises:	We Empathise   We are Responsive   We are Transparent   We are Consistent   We Follow Through
Safeguarding Children and Young People:	We have a zero tolerance to child abuse. All Council officers, including employees, contractors, volunteers, and Councillors have a legal and moral obligation to keep children safe and promote their best interests.
Sustainability:	We're committed to a sustainable Stonnington, working together with our community to create a healthy future for us all.

Review date: Sep 2025