



POSITION DESCRIPTION

POSITION: Cook

STATUS: Part-time Term Time

REPORTS TO: Catering Supervisor

DATE: Dec 2019

CLASSIFICATION:

PURPOSE OF POSITION:

Prepares, seasons and cooks soups, meats, vegetables, desserts and other food items for consumption by boarding and day students, staff and occasional functions.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

CERTIFICATES, LICENSES, REGISTRATIONS

A Positive Notice issued by Blue Card Services is required

Level 1 Food Handling Certificate is required

Level 2 Food Safety Supervisor Certificate is desirable

Key Characteristics: These include the ability to

- Work efficiently unsupervised, demonstrating good time management skills
- Practice a high level of personal and professional hygiene
- Demonstrate effective communication skills
- Demonstrate a genuine interest in working with Adolescence
- Work in a small team environment and have some flexibility with working hours
- Take pride and care in your work area
- Work under pressure
- Complete in a timely manner, neatly and accurately, the required Food Safety Program records

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities will be assigned by the Catering Supervisor/Chef. Duties will be performed in accordance with agreed work practise. Other duties may be assigned by the Business Manager or Principal.

Essential duties may include but are not limited to the following;

- Measure and mix ingredients according to recipes to prepare soups, salads, gravies, desserts, sauces, lunch menu, main meal and breakfast food items
- Bake, roast, broil and steam meats, fish, vegetables and other foods
- Add seasoning to foods during mixing or cooking
- Put away food items from distributors in the correct place and manner by revolving stock, and keeping at correct temperatures.

- Adjust thermostat controls to regulate temperature of ovens, stove tops, combi ovens, deep fryers and bain-maries
- Observe and test foods being cooked by tasting, smelling, and piercing with fork or using a thermometer to determine that it is cooked
- Wash, peel, cut, slice and shred vegetables and fruits to prepare them for use
- Serve food items on menu at correct times
- Carve meat and portion food on trays or in bain trays according to menu
- Supervise trainees and kitchen hand and any other staff helping in the kitchen
- Answer the telephone and take messages to communicate to the Chef/Catering Manager
- Clean, cut and slice meat, poultry and seafood
- Stir and strain soups and sauces
- Weigh and measure designated ingredients
- Carry pans, pots, and trays of food from work stations, stoves, ovens and refrigerators
- Clean work areas, equipment and utensils, segregate and remove garbage and hose garbage bins
- Put away in correct area and in an organised fashion all clean utensils, pots, pans and any equipment used in cooking
- Cover, label and store foods according to food safety program and industry standards in their designated areas
- Sweeps and mops floors in kitchen
- Follow food safety procedures and complete food safety records in accordance with College food safety program.