



POSITION DESCRIPTION

POSITION: Cook

STATUS: Part-time Term Time

REPORTS TO: Catering Supervisor

DATE: Oct 2021

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.

WORKPLACE HEALTH & SAFETY

All staff have a responsibility to ensure their actions contribute to a safe and healthy workplace, and to report observed risk concerns to their supervisor where assistance is required to resolve.

SUPERVISORY RESPONSIBILITIES

Working as part of a team. Direct supervision of the Kitchenhand/Dining Room Attendant is required

OTHER

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to stand, walk and traverse stairs. The employee is frequently required to reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl. The employee will be required to lift and/or move up to 12 kilograms.

General Terms of Appointment

- Be supportive of the Catholic ethos of the school.
- Support the Strategic Plan and the School Improvement Plan.
- Take full responsibility for compliance with the Staff Code of Conduct.
- Take full responsibility for compliance with all school policies and procedures.
- Possess and maintain a current positive notice blue card for child related employment.
- Comply with all requirements of St Ursula's College Student Protection Policy and Procedures.

Given the dynamic environment in which the College operates, the Principal may alter the roles and responsibilities of this position at her discretion, in order to most effectively, serve the needs of the College.