

Job Description

Current as at: 27/03/2015

COOK LONG DAY CARE	
POSITION LEVEL	Casual - Children's Services Award 2010
REPORTS TO	Director
PRIMARY RESPONSIBILITIES	<ol style="list-style-type: none"> 1. To provide nutritional meals as per Nutrition Policy in consultation with the Director and within budget. 2. Food to be prepared and stored as per Food Handling Policy 3. Use appropriate documentation and recording methods as set out in the centres food safety plan 4. Responsible for cleanliness of surfaces and equipment. 5. To report any equipment maintenance requirements immediately to Director. 6. Be aware of the Workplace Health and Safety and Department of Health Regulations and ensure that your section provides a safe, healthy environment for staff and children in close cooperation with the Director. 7. Liaise effectively with parents and staff under the supervision of the Director 8. Attend staff meetings and training opportunities as required and assist in the promotion of a team environment. 9. Order and receive stock on an 'as required' basis and ensure that adequate stock control and reporting measures are in place 10. Monitor diets of special needs children and liaise with Director, parents and staff regarding their needs 11. Other duties as required to assist the day to day operations of the centre 12. Maintain confidentiality of information of the YMCA of Brisbane and Y-Care records and files, staff, families and children 13. Maintain the work environment so as to minimise risk to both customers and staff 14. Report identifiable risk so that immediate action can be taken 15. Comply with the YMCA's Workplace Health and Safety Policies and Procedures, including those relating to your specific role as found in the OHS Management: Roles and Responsibilities document 16. To maintain the Quality System and report any deviations from the intended system 17. Uphold and promote the policies and mission of the YMCA of Brisbane including compliance with all practices in the "YMCA Quality Manual" 18. Must be aware of and implement the YMCA's Safeguarding Children and Young People Policy 19. Any other duties as required within Childcare Services or other venues as determined by the Chief Executive Officer from time to time.
KNOWLEDGE AND EXPERIENCE	<ol style="list-style-type: none"> 1. Attend a food handling course. 2. Understanding and acceptance of the Hygiene, Food Handling and Nutrition Policies of the YMCA Child Care Centres. 3. Participate in relative in-service training. 4. Possess, or be willing to obtain, a positive notice Blue Card in accordance with the Working with Children (Risk Management and Screening) Act 2000. 5. Willingness to obtain an ACF Safeguarding Children Certificate.

Authorised By: _____