

# School Cook

**Please note: This is an Aboriginal designated position**

**Applications must be posted to:**

The Principal

Minimbah Primary School

1-15 Galloway Street

Armidale 2350

Or email to: [jennyb@minimbah.nsw.edu.au](mailto:jennyb@minimbah.nsw.edu.au)

**Applications close 12<sup>th</sup> February 2021**

The role of school cook includes:

- Ordering food
- Planning menus according to a fixed budget and following guidelines on nutrition and healthy eating
- Preparing meals according to the planned menu
- Monitoring and managing supplies within a budget
- Liaising with Administrative Assistant/Principal
- Complying with food safety legislation

## **Essential Skills and Experience**

- Excellent communication skills
- Good standards of hygiene
- Organised and methodical
- Experience of catering
- Drivers licence
- Valid Working with Children Check
- Food handling experience/qualifications

## **Job Description Cook**

The Cook is responsible for supporting the operation of the efficient catering department. The cook must:

- Articulate and promote the school's distinctive aims and ethos with parents, staff, students and the wider community.
- You will be responsible for preparing meals and serving children at Minimbah School each working day. This will include hot food, snacks and beverages prepared on site at Minimbah School's kitchen

## **Duties**

- Prepare and cook fresh food from scratch using fresh produce
- Provide exceptional standards in all aspects of food service, an attention to detail is vital
- Ensure all food/ meals are produced on time for the various service requirements
- Preparing large quantities of meals for the schools
- Prepare food in accordance with all guidelines and legislations
- Ensure that the kitchen, dining areas, equipment and utensils are all properly cleaned and correctly stored away each day
- Responsible for the presentation of all food produced and served
- Preparation and delivery of high quality refreshments for school events, lunches and meetings

- Respond to the changing dietary requirements of our students
- Work with a team to fulfil all duties
- Monitor and organise stock levels at all times
- Ensure that deliveries are met and are promptly stored away as appropriate
- Ensure that all kitchen equipment is properly maintained and that any defects are reported promptly to the Principal
- Meet the daily deadlines in preparing food
- Serve the students food in accordance to the schools portion control
- Clear away all food stations and undertake daily washing up duties
- Set up servery areas at Schools on a daily basis, as required
- Maintain temperature control standards for all food
- Assist with designing high quality, tasty and appetising food for students, visitors and staff
- Participate in all general catering and dining room duties
- Ensure that all personal and food hygiene procedures are applied at all times

**General:**

- To work as an effective member of a team and to promote team work at all times
- Observe good working practices and current health and safety regulations/ legislations
- Observe and adhere to all Policies, Procedures and Regulations
- The cook is also required to undertake such other duties as may be required by or on behalf of Minimbah School provided they are consistent with the nature of the role
- Be committed to and attend relevant continuous professional development
- The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment
- This job description allocates general duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed
- The job description is not necessarily a comprehensive definition of the role. It will be reviewed regularly and it may be subject to modification or amendment at any time after consultation with the holder of the role
- This job description may be varied to meet the changing demands of the School at the reasonable discretion of the Principal
- This job description does not form part of the contract of employment. It describes the way the role holder is expected and required to perform and complete the particular duties as set out in the foregoing