



PRINCE ALFRED COLLEGE

Role Profile

Cook – Scotts Creek Outdoor Education Centre

The Cook contributes to the provision of nutritious and culturally varied meals and snacks and supports the implementation of the College's Nutrition policy and Food Safety Plan through ensuring excellent food handling standards and the appropriate operation of the Scotts Creek kitchen, with a focus on supporting the campsite catering requirements both on and offsite throughout the year.

Division/Section:

School Services

Reports to:

Director, Scotts Creek Outdoor Centre.

Specific responsibilities include the following:

1. General:

- Ensure the effective operation of the kitchen.
- Prepare food according to the menus that are nutritious, appealing and relevant to the attendees of each program.
- Consider allergies, intolerances and appropriate food and drinks at all times.
- Ensure compliance requirements of the Food Safety plan and service and presentation.
- Display menus in an appealing way.
- Ensure timely delivery and serving of all food and beverages to meet the needs of the program attendees.
- Ensure adequate quantities of high-quality foods are prepared as directed.
- Assist with special events and conferences as required.
- Foster effective working relationships with all staff and members of the College.
- Interact with diplomacy and professionalism with a diverse range of internal and external stakeholders.
- Identify and undertake relevant training and development.
- Foster a sense of team and pride in the provision of services, both internal and external.
- Other duties as directed by the Scotts Creek Director.
- Delivering outstanding customer service as outlined in the College's Customer Service Charter.

2. Food Safety Plan

- Maintain a high level of personal hygiene and safety at all times.
- Have a thorough understanding of food allergies, intolerances and cross-contamination
- Conduct all kitchen operations in accordance with the Food Safety Plan.
- Be responsible for the delivery, storage, preparation, cooking, serving and presentation of food and drink.

- Implement all monitoring, documenting, cleaning, maintenance and inspection schedules as required.
- In conjunction with the Director of Scots Creek and other key stakeholders, regularly monitor compliance to the Food Safety Plan.
- Demonstrate and provide advice to other staff in safe food handling practices.

3. Resources

- Support resources required for the effective operation of the kitchen.
- Ensure all records in relation to kitchen operations are up to date and filed effectively as appropriate.
- Use resources effectively to minimise waste or duplication.

4. Risk Management

- Identify, analyse and highlight areas of potential risk in conjunction with the Director.

Applicant attributes, key knowledge and experience:

Candidates will be expected to have the following:

- Excellent communication skills – a positive and encouraging interpersonal style; a strong customer focus, with a ‘can do’ attitude.
- Excellent people engagement skills and the ability to adapt to meet customer’s needs
- Excellent time management skills and ability to prioritise workload, able to be proactive and demonstrate initiative.
- Excellent work ethic such as pride in work, reliable, well presented and punctual.
- Present as a role model and interact with students.
- Team player – a commitment to working constructively in a small team and taking responsibility for organising own work and have capacity to fulfil all the requirements of the role.
- Knowledge of the developmental needs of children, adolescents and nutrition.
- Demonstrated skills and experience in menu planning and delivery including adaptations for dietary requirements advantageous.
- Demonstrated ability to cook for medium to large groups.
- Attention to detail and hands on approach.
- Ability to follow instructions, work protocols and procedures.
- Flexible and a positive attitude towards change.
- Maintenance of the highest standards of cleanliness and compliance to all relevant legislative requirements, including WHS, HACCP, Food Handling, First Aid, etc.
- Competent computer literacy skills –competent abilities in Microsoft Office, Desktop Publishing and on-line ordering desirable.

Other conditions:

Must have own transport.

Accommodation and meals provided on site whilst programs are running.

Tenure

Casual.

Nov 2020