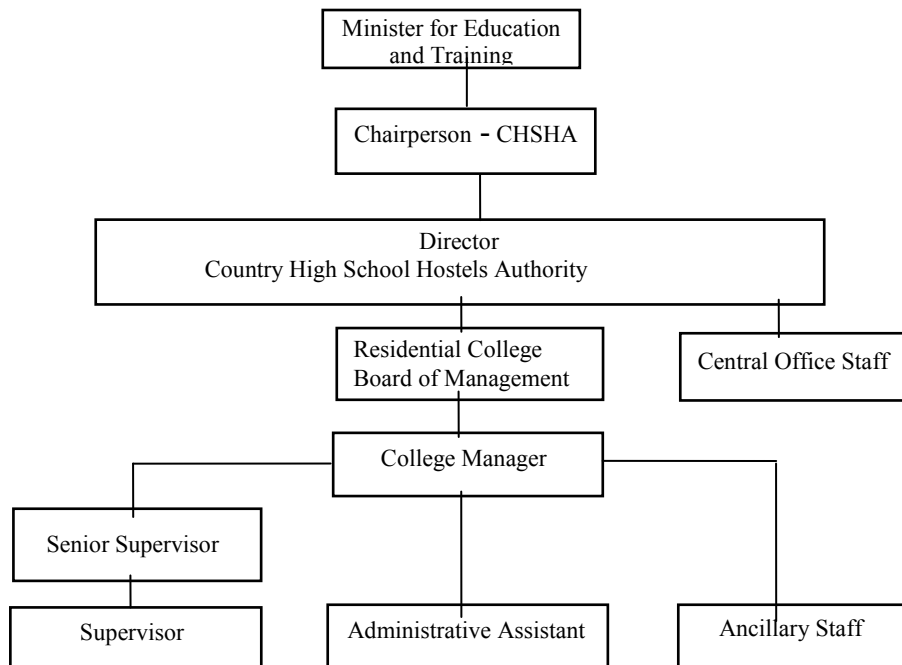




JOB DESCRIPTION FORM

TITLE:	COOK
RESIDENTIAL COLLEGE:	CITY BEACH
POSITION NUMBER:	CIT/CK/1
AWARD:	CHSHA Award 1979
JDF EFFECTIVE:	1 January 2007
REPORTING RELATIONSHIPS:	





JOB DESCRIPTION FORM

TITLE:	COOK
RESIDENTIAL COLLEGE:	CITY BEACH
POSITION NUMBER:	CIT/CK/1

The City Beach Residential College provides a boarding service to secondary school students from rural and remote areas who need to board away from home to participate in gifted and talented education programs.

Key Responsibilities of the Position

The Cook is responsible for satisfying the nutritional requirements of adolescents and ensuring that the standard of catering, health, safety and hygiene in the handling of food is appropriate and consistently maintained.

Tenure: Part time up to 30 hours per week, negotiable

Duties

1. Prepares and caters for lunches and for the evening meal for students boarding at the residential college.
2. Cleans up all cooking utensils and crockery after each meal - (utensils include: pots, pans, rolling pins, baking tins, chopping boards, knives, dishes, bowls, cups and saucers, forks and knives.)
3. Ensures the dining room is maintained as a clean, attractive eating area.
4. Assists with other kitchen-related duties as directed by the senior supervisor or manager.
5. Caters for residential college functions as required.
6. Develops a five week (negotiable) menu for the college that fulfils the nutritional requirements of adolescents and is within the specified budget.
7. Ensures adequate catering, avoiding under catering or excessive catering.
8. Ensures food handling, waste management, occupational hygiene and safety practices are adhered to in accordance with relevant legislation and health and safety guidelines.
9. Orders catering supplies within budget.
10. Ensures stocks are stored safely (protected from vermin), do not accumulate excessively and are utilised quickly.
11. Ensures kitchen, equipment and facilities are hygienically maintained.
12. Works effectively with other ancillary staff.
13. Other related duties as required.



WORK-RELATED REQUIREMENTS

TITLE:	COOK
RESIDENTIAL COLLEGE:	CITY BEACH
POSITION NUMBER:	CIT/CK/1

1. Ability to plan menus, prepare and cook meals for up to 50 students in a residential facility.
2. Ability to work as part of a team.
3. Good interpersonal skills and able to work effectively with youth.
4. Good organisational skills.
5. Ability to take on mixed functions as required.
6. A practical application of skills may be required before employment.



CERTIFICATION

TITLE:	COOK
RESIDENTIAL COLLEGE:	CITY BEACH
POSITION NUMBER:	CIT/CK/1

The details of this document are an accurate statement of the duties, responsibilities and other requirements of the job.

COLLEGE MANAGER

DIRECTOR

Signature

Signature

Date

Date

As occupant I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

NAME	SIGNATURE	DATE APPOINTED	DATE