

Role Description

Childcare Caterer



Title	Childcare Caterer
Classification/Grade/Band	Band 1 / Level 3
Group/Unit/Section	Community and Recreation Services / Libraries and Education / Education and Care
Reports to	Centre Director

Vision

A vibrant organisation doing great things.

Purpose

To provide valuable services that strengthen and support the Central Coast Community.

Values

Decisions, actions and behaviours are governed by our Corporate Values; Be Safe; Serve, Collaborate, Improve, Be Your Best and Be Positive. All employees have a responsibility to uphold and champion these values.

Primary Role Statement

In contributing to the overarching vision and purpose, the role of Childcare Caterer is responsible for the planning and preparation of meals and snacks that are nutritiously balanced, varied and cater for groups of children aged between six weeks and five years.

The position of Childcare Caterer is required to provide quality customer service and create value for the community.

Key Duties and Responsibilities

- To plan, display, prepare and evaluate fortnightly menus according to nutritional guidelines as recommended by the NSW Health Department for all children in care in consultation with staff and families;



- To plan menus which reflect children's like/dislikes, individual dietary requirements, allergies and suitable food based on the developmental level of the children;
- Provide a diversity of menus to reflect the nutritional, cultural and dietary requirements for all children in care;
- Education of families in regards to nutrition and good eating habits from recognised health authorities, through newsletters, parent resources and displays;
- Champion and maintain the health, hygiene and safety standards of kitchen utensils and equipment according to statutory regulations;
- Organise kitchen supplies and delivery for both consumable and durable goods in accordance with the annual/weekly budget under the supervision of the Centre Director;
- Effectively communicate with team members on matters concerning children and families;
- Ensure appropriate quantities of food are provided to meet the nutritional requirements of the children in attendance each day;
- Perform any other duties, tasks or projects the employer may assign, having regard to the incumbent's skills, training and experience.

Authority and Accountability

- Take care of your own health and safety and that of others. Comply with any reasonable instructions and apply Council's Safe Systems of Work consistent with the Responsibilities, Authorities and Accountabilities of your role;
- Decisions are either guided by practices, procedures and precedent or made in consultation with the immediate supervisor;
- Decisions affect the work and activities of others within the work group or team;
- The work of the Childcare Caterer influences the external environment by meeting basic standards of service;
- The Childcare Caterer complies with operational requirements in cooperation with or under the supervision of other employees. Other employees or members of the public may be affected by the employee's acts or omissions;



- Monitor budgetary spending within work area, against pre-determined targets. Determine cost effective options and make recommendations for greater efficiency within work area.

Personal Attributes

- Be adaptable, flexible and focused when dealing with change;
- Represent Council honestly, ethically, professionally and lead by example;
- Be committed to achieving work goals and maintains motivation when tasks are challenging and actively seek feedback from colleagues and stakeholders;
- Be responsive to the input of others and works to understand their perspectives.

Interpersonal Skills

- Listen to others and asks appropriate, respectful questions and adapts behaviour accordingly;
- Support and promote a culture of quality customer service identify and respond quickly and provides solutions to meet customers' needs;
- Build a supportive and cooperative team environment, share information and learning across teams and solve issues and challenges in collaboration with others;
- Respond to conflict without inflaming the situation and knows when to refer to a supervisor for assistance and/ or withdraw from a conflict situation;
- Interact positively with the children to facilitate their learning experiences and effectively communicate with team members and families on matters concerning the children.

Business Enablers and Technical Skills

- Complete tasks to agreed budgets, timeframes and standards without guidance and contribute to the allocation of responsibilities and resources to ensure achievement of team goals;
- Understand the team/unit objectives and responds proactively to changing circumstances and adjust plans and schedules when necessary;
- Identify issues that may impact on task completion and provides appropriate solutions;
- Understand delegations and act within authority levels;



- Exercise fiscally responsible behaviour and remain up to date with financial delegation processes;
- Support system improvement initiatives and embrace new technologies;
- Purchase under delegation and comply with procedures;
- Understand project goals, action tasks and expected outcomes and identify and escalate project variances.

Team Work

- Recognise and acknowledge individual/team performance;
- Monitor and use resources responsibly to achieve team objectives;
- Accommodate changing priorities and respond flexibly to uncertainty and ambiguity.

QUALIFICATIONS

Essential

- TAFE Certificate of Attainment in Food Hygiene OR demonstrated solid contemporary experience in a similar role;
- Safe Food Handling Certificate;
- Current Working With Children Check;
- Provide evidence of Boostrix (Whooping Cough, Tetanus, Diphtheria); MMR (Measles, Mumps, Rubella) and Hepatitis A & B or the commencement of these vaccinations prior to commencement.

Desirable

- Catering Course – Child Care, TAFE or equivalent;
- Current First Aid Certificate;
- Current Class C Driver's Licence.



EXPERIENCE

- Demonstrated experience in planning and preparing nutritional meals for a large number of children, in particular children aged between six weeks and five years;
- Demonstrated experience working unsupervised and independently;
- Demonstrated understanding of requirements relating to health, hygiene and safety practices, food preparation, food handling, team work, communication, nutrition and menu planning;
- Proven ability to respond flexibly and with initiative to change circumstances (ie. power failure, non-delivery of goods)
- Ability to attend out of office Centre functions, events and meetings.

Key Relationships

Internal	External
Other Council employees (not including direct reports)	Parents/Carers/Families
Section Managers/Team Leaders	Members of the public/residents/ratepayers
Education and Care Staff	Community Organisations
	State and Federal Government Agencies
	Local Schools
	Professional/Industry associations
	Commercial/Industrial/Development representatives
	Consultants/Solicitors and other professionals
	Local Business

