Marcus Oldham College

**HUMAN RESOURCES POSITION DESCRIPTION**

**COOK**

CRICOS Code 00306D Provider No 3155

**Document ID: HR-041**

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| **Position Title:**  | **Cook** |
| **Role Description:** | The Cook is responsible for ensuring that all meals at Marcus Oldham College are produced safely, in a timely manner, within budget and to specifications. |
| **Reports to:** | Catering & Accommodation Manager |
| **Reporting:** | As required reports to staff meetings and the Student Accommodation & Catering Committee |
| **Staff reporting to this position:** | Nil |
| **Work relations:** | **Internal:** With all Catering & Accommodation staff |
|  | **External**: With suppliers |
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| **Qualifications and Experience** |
| **Essential Criteria:** | * Certificate in Safe Food Handling – Hospitality/Food Retail Industry
* Experience in quantity cooking, fast paced grill work or similar
* The ability to supervise and participate in quantity food production
* The ability to recognise, prevent and alleviate the hazards associated with the handling of food
* The ability to enjoy challenges, to learn from experience and to have general confidence in personal abilities
* The ability to interact with members of the food service team to ensure that all processes are coordinated throughout the food production chain
* A knowledge and understanding of current OH&S work practices
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| **Desirable:** | * Certificate III in Hospitality (Commercial Cookery) or equivalent
* Completion of a cooking apprenticeship
* A working knowledge of the Victorian Food Act 1984
* The ability to resolve personal and process problems that prevent agreed goals being achieved
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| **Terms of Employment & Remuneration** | Permanent Part time. Terms as per contract of employment. |
| **Probationary Period** | Three months from the date of signing the employment contract. |
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| **Job Responsibilities** | To contribute to quality outcomes by:* Ensuring all Food Safety Plan procedures are followed in the cooking processes.
* Being aware of all steps in the production process and how they are interdependent.
* Having a knowledge of quantity cooking as related to ingredients, usable substitutes, cooking times and advantages/limitations of cooking equipment.
* Efficient stock control and maintenance techniques.
* Being familiar with common food ingredients and their reaction when mixed and/or heated.
* Understanding staffing levels and individual competencies as these relate to the food production process.
* Persuading other food team members to accept alternative techniques to achieve improved results.
* Experimenting with cooking styles/equipment and acknowledging both successes and failures.
* Introducing new menu items into the food production system.
* Understanding contamination regimes and required preventative measures.
* Understanding the correct uses of cleaning chemicals as they relate to correct storage, dilution, purpose and effects.
* Having a knowledge of the requirements of the Food Safety Plan.
* Understanding the implications that work processes have on OH&S.
* Being committed to the aims of OH&S legislation and maintaining a safe and healthy workplace.
* Understanding the correct and safe operation of commercial kitchen equipment and the safe use of knives.
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| **College Expectations** | * consistently follows all policies and procedures
* fulfilment of the position description
* displays empathy and support for all students at the College
* professionally represents the College in the wider community
* adopts a professional personal presentation
* consults with all relevant stakeholders to determine if the level of services are meeting or exceeding stakeholder’s expectations
* adheres to Occupational Health and Safety, Equal Opportunity and other Government regulations that control activities within the workplace
* respects confidentiality of information obtained in the course of duties
* attends staff meetings, College and selected student social functions
* give appropriate notification when absent from the College
* gives adequate notice of intention to take annual and long service leave
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| **Quality Systems and Continuous Improvement** | Contributes to organisational quality systems and participates in implementing relevant policies and procedures and contributes to continuous improvement. |
| **Personal Development** | Ensure continuous development of skills and competencies by participating in relevant training |

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| **Key Performance Indicators** |
| **Financial** | Assists in maintaining all expenses within the relevant budget. |
| **Organisational** | Achieves high level of positive feedback from all stakeholders. |
| **Leadership** | Demonstrates direction and encouragement to team members that provides evidence of:* resolving personal and process problems that prevent agreed goals being achieved
* resolving conflicts
* communicating to food service staff the requirements to achieve quality food presentation and service
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| **Quality Systems** | Contributes to organisational quality systems and participates in implementing relevant policies and procedures and contributes to continuous improvement. |
| **Appraisal** | Formal annual system of performance appraisal and regular informal communications in the work place on performance. |
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