Marcus Oldham College

**HUMAN RESOURCES POSITION DESCRIPTION**

**COOK**

CRICOS Code 00306D Provider No 3155

**Document ID: HR-041**

|  |  |
| --- | --- |
| **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 |
|  |  |
| **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 |
| **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 |
| **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. |
|  |  |
| **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. |
| **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 |
| **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 |

|  |  |
| --- | --- |
| **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 |
| **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. |
|  |  |