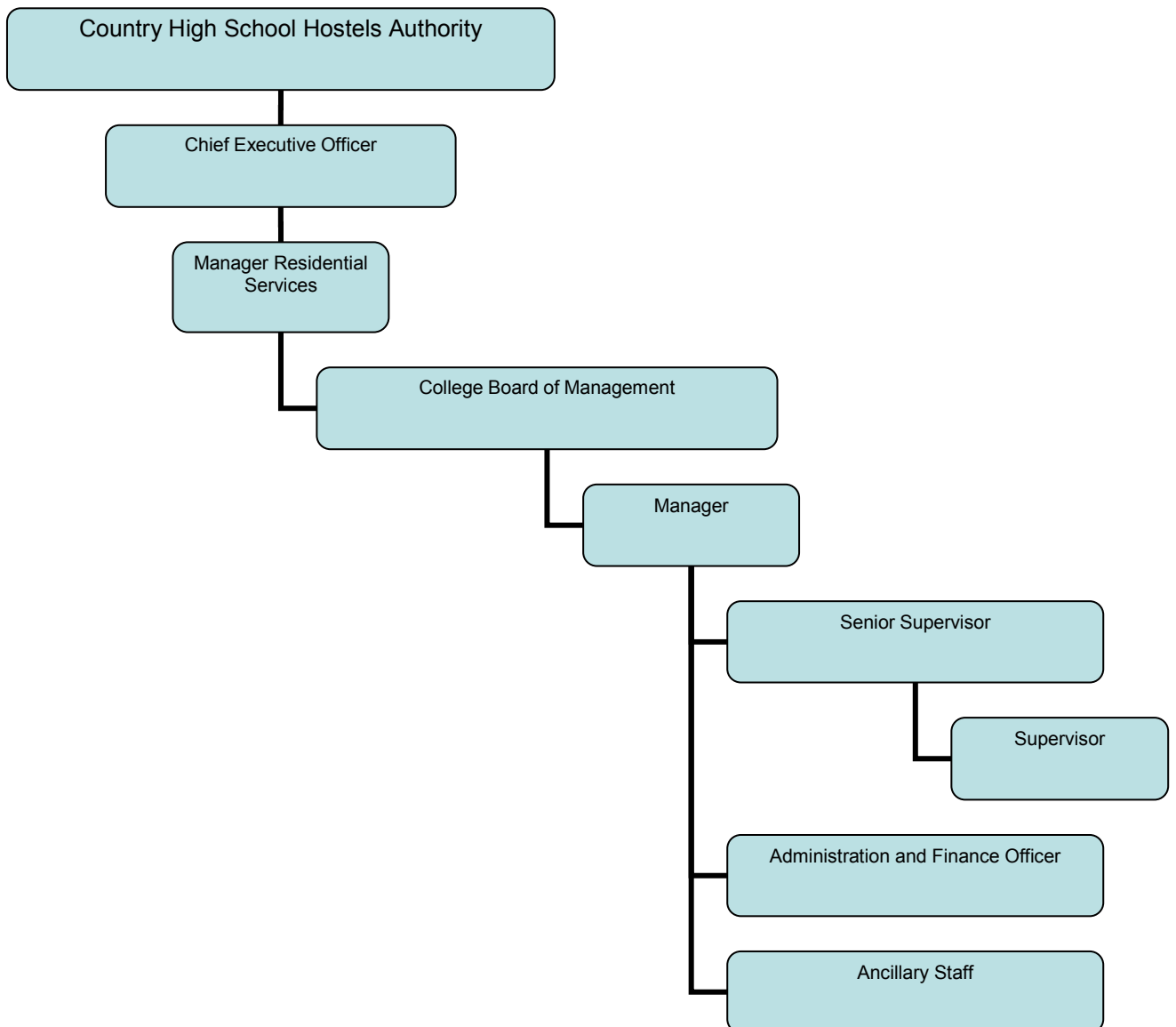




JOB DESCRIPTION FORM

TITLE:	COOK (WEEKEND)
RESIDENTIAL COLLEGE:	ESPERANCE RESIDENTIAL COLLEGE
POSITION NUMBER:	
AWARD:	CHSHA Award 1979 Miscellaneous Government Conditions and Allowances Award No A4 of 1992
AGREEMENT:	Government Services (Miscellaneous) General Agreement 10 of 2013

REPORTING RELATIONSHIPS





The Residential College provides a boarding service for students from rural and remote areas.

KEY RESPONSIBILITIES OF THE POSITION

The Cook is responsible for satisfying the nutritional requirements of adolescents and ensures that standards of catering, health, safety and hygiene in the handling of food are appropriately and consistently maintained.

Supervision of kitchen hand (where present)

Tenure: 10 hours per week

DUTIES

1. Caters for meals at the college as required namely:
breakfast lunch dinner
2. Caters for College functions as required.
3. Ensures adequate catering, avoiding under catering or excessive catering.
4. Ensures food handling and occupational hygiene practices are in accordance with relevant health and safety guidelines.
5. Ensures stocks are stored safely (protected from vermin), do not accumulate excessively and are utilised quickly.
6. Ensures kitchen, equipment and facilities are hygienically maintained.
7. Works effectively with other cook(s) and kitchen hand(s).
8. Undertakes mixed functions as required.

WORK RELATED REQUIREMENTS

- Ability to carry out the duties of a cook (for 50 to 70 students) to a high standard, including catering for special dietary requirements.
- Ability to manage and control stock and uphold health and safety standards in relation to food and kitchen hygiene.
- Good organisational skills, ability to work independently
- Good interpersonal skills and ability to relate to youth.
- Flexibility in response to changing work needs.
- A practical application of skills may be required before employment.



JOB DESCRIPTION

CERTIFICATION

TITLE:	COOK (WEEKEND)
RESIDENTIAL COLLEGE:	ESPERANCE RESIDENTIAL COLLEGE
POSITION NUMBER:	

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

COLLEGE MANAGER		MANAGER RESIDENTIAL COLLEGES	
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