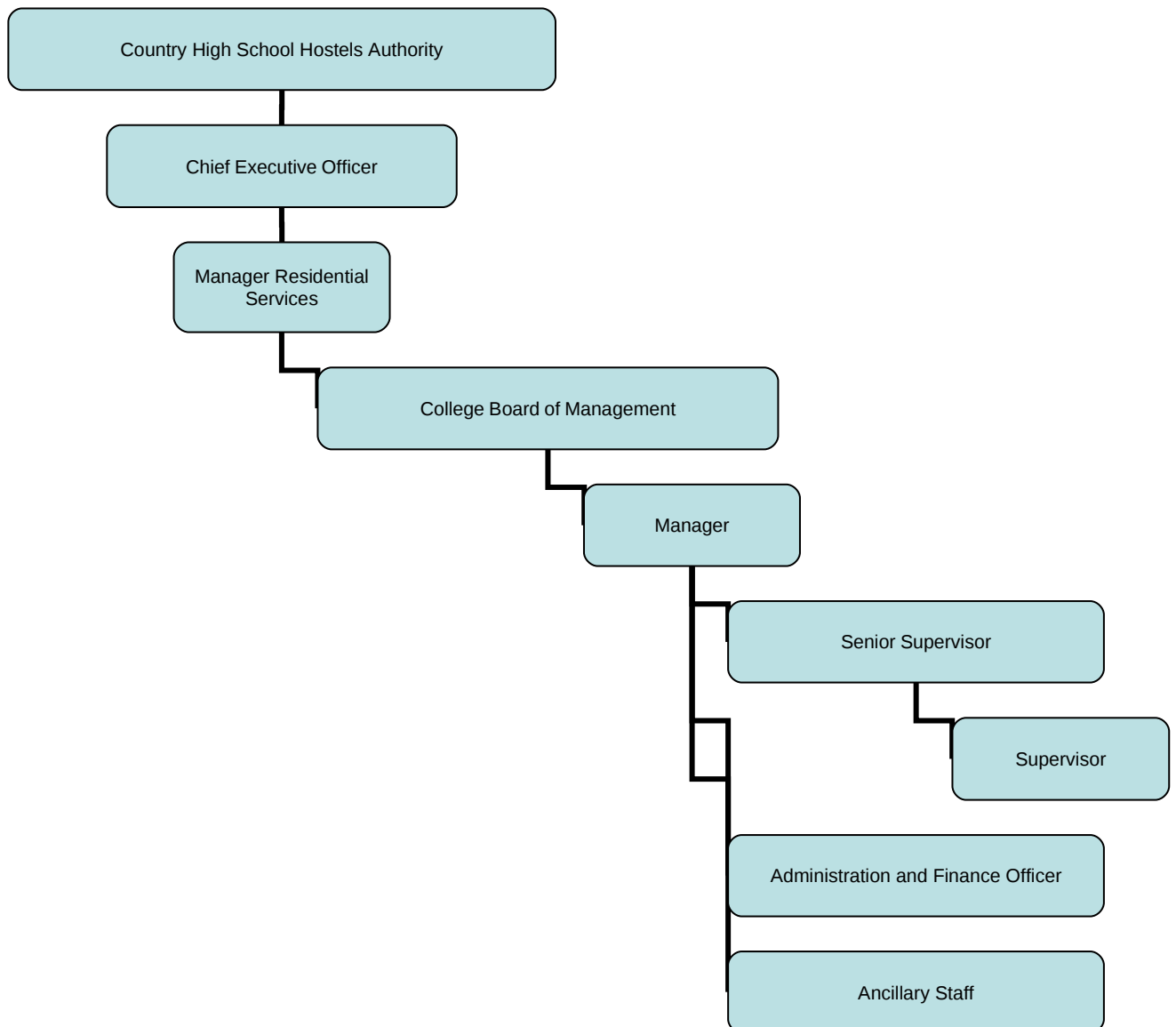




**JOB DESCRIPTION FORM**

<b>TITLE:</b>	<b>COOK</b>
<b>RESIDENTIAL COLLEGE:</b>	<b>CITY BEACH RESIDENTIAL COLLEGE</b>
<b>POSITION NUMBER:</b>	<b>CIT/CK/1 Job Share</b>
<b>AWARD:</b>	<b>CHSHA Award 1979</b> <b>Miscellaneous Government Conditions and Allowances Award No A4 of 1992</b>
<b>AGREEMENT:</b>	<b>Government Services (Miscellaneous) General Agreement 10 of 2013</b>

**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 – Job Share

## **DUTIES**

1. Caters for meals at the college as required namely:  
Breakfast    x    lunch        dinner
2. Caters for College functions as required.
3. Develops a five week (negotiable) menu for the college that fulfils the nutritional requirements of adolescents and is within the specified budget.
4. Ensures adequate catering, avoiding under catering or excessive catering.
5. Ensures food handling and occupational hygiene practices are in accordance with relevant health and safety guidelines.
6. Orders College catering supplies within budget.
7. Ensures stocks are stored safely (protected from vermin), do not accumulate excessively and are utilised quickly.
8. Ensures kitchen, equipment and facilities are hygienically maintained.
9. Works effectively with other cook(s) and kitchen hand(s).
10. Undertakes mixed functions as required.

## **WORK RELATED REQUIREMENTS**

- Ability to carry out the duties of a cook (for 70 to 100 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 and lead kitchen staff.
- 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

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

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

<b>COLLEGE MANAGER</b>		<b>MANAGER RESIDENTIAL COLLEGES</b>	
<b>Signature</b>		<b>Signature</b>	
<b>Date</b>		<b>Date</b>	

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

<b>NAME</b>	<b>SIGNATURE</b>	<b>DATE APPOINTED</b>	<b>DATE</b>