

**DEPARTMENT OF EDUCATION WESTERN AUSTRALIA  
JOB DESCRIPTION FORM**

<p align="center"><b>Public Sector Management Act 1994</b></p>	<p align="center"><b>Salaries/Agreement/Award</b> Catering Employee and Tea Attendants (Government) Award 1982; Government Services (Miscellaneous) General Agreement 2016 or as replaced</p>	
<p><b>Group:</b> Schools</p> <p><b>Directorate:</b> Education Regions</p> <p><b>Branch:</b> Camp Schools</p>	<p align="center"><b>Effective Date of Document</b> 23 August 2017</p>	

**THIS POSITION**

**Title:** Qualified Cook

**Classification:** Level 8

**Position No:** Generic

**Positions under direct responsibility:** Nil

**REPORTING RELATIONSHIPS**

**TITLE:** Camp School Manager  
**LEVEL:** 6  
**POSITION NUMBER:** Various

**TITLE:** Finance and Administration Support Officer  
**LEVEL:** 3  
**POSITION NUMBER:** Various

**This position and the positions of:**

Title	Level	Position Number
Various		

<b>TITLE</b> Qualified Cook	<b>CLASSIFICATION</b> Level 8	<b>POSITION NO</b> Generic	<b>EFFECTIVE DATE</b> 23 August 2017
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## CONTEXT

The Department of Education is Western Australia's largest public sector employer with approximately 45,000 staff or one third of the Government workforce in around 800 worksites.

We provide a system of public schools in which our aim is to ensure that every school is a good school, every teacher is effective and every student is successful.

The Department's other key responsibilities include:

- regulation of non-government schools in accordance with Part 4 of the School Education Act 1999
- administration of state funding to non-government schools
- higher education policy and planning
- legislative reviews
- providing Secretariat services to the Teachers Registration Board of Western Australia, the Training Accreditation Council and the School Curriculum and Standards Authority.

The principles underpinning the Department's operations in Western Australia are:

- working collaboratively to achieve outcomes
- accepting responsibility and accountability for the achievement of outcomes
- enabling flexible, innovative and diverse work practices
- promoting confidence in the professional judgement of the Department's staff.

All Department actions are guided by four core values: Learning, Excellence, Equity and Care.

For further information, please visit: <https://www.education.wa.edu.au/web/our-organisation/home>

Further context about the particular school or college in which the vacancy is being advertised is available on the Department's website. Please visit <http://www.det.wa.edu.au/schoolsonline/home.do> and enter the school or college name in the *Find a School* field.

<b>TITLE</b> Qualified Cook	<b>CLASSIFICATION</b> Level 8	<b>POSITION NO</b> Generic	<b>EFFECTIVE DATE</b> 23 August 2017
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## **ROLE**

The Qualified Cook:

- manages high levels of quality control, storage and hygiene in accordance with occupational safety and health standards and requirements
- manages catering for Camp School activities and clients, including
  - menu planning
  - food preparation
  - cooking
  - stock control
  - ordering goods
  - quality control
- oversees cleaning of the kitchen, utensils and equipment and clears waste to appropriate areas
- ensures pantries, freezers, cool rooms and store rooms are cleaned
- promptly reports equipment and facilities faults
- manages and supervises catering staff
- undertakes other related catering duties, as required.

## **OUTCOMES**

1. High-standard meals, including catering for special dietary requirements, are provided for students, staff and external groups/visitors, as required.
2. Special occasions and functions are catered for, as required.
3. Adequate catering supplies are maintained to meet requirements.
4. Food is stored, cooked and served and kitchen facilities are maintained according to public health and safety standards and requirements.
5. Catering staff are managed and supervised.

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## **SELECTION CRITERIA**

The following selection criteria are identified as being required to achieve the outcomes in the context of this position. Applicants will need to provide evidence of their capacity to transfer their knowledge and skills to achieving the outcomes of this position.

1. Demonstrated experience in a commercial cooking environment and in the preparation of meals for large groups.
2. Demonstrated ability to recognise and interpret Material Safety Data Sheets, equipment operating instructions, safety instructions and training guidelines.
3. Demonstrated interpersonal and communication skills, including the ability to supervise staff and work cooperatively in a team environment.
4. Demonstrated organisational skills, including the ability to plan menus and calculate quantities.

## **ELIGIBILITY**

### **Employees will be required to:**

- hold a qualification as a tradesperson cook;
- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment; and
- obtain or hold a current Working with Children Check.

## **TRAINING**

### **Employees will be required to:**

- complete the Department's induction program within three months of commencement;
- complete any training specific to this role required by Departmental policy; and
- complete the Department's training in Accountability and Ethical Decision-Making within six months of appointment.

## **CERTIFICATION**

**The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.**

## **ENDORSED**

**DATE 23 August 2017**  
**TRIM REF #D17/0356950**