

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

<b>Public Sector Management Act 1994</b>	<b>Salaries/Agreement/Award</b> Country High Schools Hostel Authority 1979; Miscellaneous Government Conditions and Allowances Award 1992; Government Services (Miscellaneous) General Agreement 2016 or as replaced
<b>Division:</b> Statewide Planning and Delivery	<b>Effective Date of Document</b> 3 August 2017
<b>Branch:</b> Residential Colleges	
<b>School:</b> Student Residential College	

**THIS POSITION**

**Title:** Cook  
**Classification:** Level 3  
**Position No:** Generic  
**Positions under direct responsibility:** Nil

**REPORTING RELATIONSHIPS**

**TITLE:** Manager, Residential Colleges  
**LEVEL:** 8  
**POSITION NUMBER:** 00037813

**TITLE:** College Manager  
**LEVEL:** Various  
**POSITION NUMBER:** Various

**This position and the positions of:**

<b>Title:</b>	<b>Classification:</b>	<b>Position No:</b>
Various		

<b>TITLE</b>	<b>CLASSIFICATION</b>	<b>POSITION NUMBER</b>	<b>EFFECTIVE DATE</b>
Cook	Level 3	Generic	3 August 2017

## **CONTEXT**

The Department of Education is Western Australia's largest employer with approximately one third of the Government workforce in some 800 worksites across the State. The Department's annual budget is approximately \$4.5 billion.

The major objectives of the Department are to achieve excellence in the public school system and to provide access for all Western Australian students to a quality education irrespective of their background or geographical location.

The Department is committed to achieving these objectives by:

- attracting and retaining a highly skilled and capable workforce
- supporting all learners to achieve their full potential, including those with special educational needs and interests
- ensuring all public schools maintain excellence in the quality of education and the teaching and learning environment.

The principles underpinning the Department's objectives for the public school system 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.

The Department operates within a framework of principles and values that are applied in all decision-making contexts. These are:

- a culture of learning and excellence
- an expectation of accountability and action
- a commitment to partnerships, professional collaboration and stakeholder involvement
- an environment in which diversity, care and equity are valued.

Further context about the particular student residential college in which the vacancy is being advertised is available on the Department's website. Please visit

<https://www.education.wa.edu.au/web/our-schools/unique-learning-environments>.

<b>TITLE</b>	<b>CLASSIFICATION</b>	<b>POSITION NUMBER</b>	<b>EFFECTIVE DATE</b>
Cook	Level 3	Generic	3 August 2017

## **ROLE**

The Cook:

- caters for meals at the college and college functions, as required
- ensures adequate catering to avoid under catering or excessive catering
- ensures food handling and occupational hygiene practices are in accordance with relevant health and safety guidelines
- ensures stocks are stored safely (protected from vermin), do not accumulate excessively and are utilised quickly
- ensures kitchen, equipment and facilities are hygienically maintained
- works effectively with other cook/s and kitchen hand/s
- undertakes mixed functions as required.

## **OUTCOMES**

1. High-standard meals, including catering for special dietary requirements, are provided for students and staff.
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. Health and safety standards, policy and guidelines are complied with.

## **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 ability to carry out the duties of a cook, for 50 to 110 students, to a high standard, including catering for special dietary requirements.
2. Demonstrated ability to manage and control stock and uphold health and safety standards in relation to food and kitchen hygiene.
3. Demonstrated good organisational skills with the ability to work independently.
4. Demonstrated good interpersonal skills and the ability to relate to youth.
5. Demonstrated flexibility in response to changing work needs.

<b>TITLE</b> Cook	<b>CLASSIFICATION</b> Level 3	<b>POSITION NUMBER</b> Generic	<b>EFFECTIVE DATE</b> 3 August 2017
----------------------	----------------------------------	-----------------------------------	--

## **ELIGIBILITY**

Employees will be required to:

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

Employees may be required to undertaken a practical application of skills before employment.

## **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 Accountable 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 3 August 2017**  
**TRIM REF # D17/0328758**