

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

<b>Public Sector Management Act 1994</b>	<b>Salaries/Agreement/Award</b> Country High Schools Hostels Award 1979; Miscellaneous Government Conditions and Allowances Award 1992; Government Services (Miscellaneous) General Agreement 2016 or as replaced	
<b>Division:</b>  <b>Directorate:</b>  <b>Branch:</b>  <b>School:</b>	<b>Planning, Regulation and Review</b>  <b>Public Schools Planning</b>  <b>Residential Colleges</b>  <b>Student Residential College</b>	<b>Effective Date of Document</b> 18 July 2018

**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 NO.</b>	<b>EFFECTIVE DATE</b>
Cook	Level 3	Generic	18 July 2018

## 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 Teacher 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 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> Cook	<b>CLASSIFICATION</b> Level 3	<b>POSITION NO.</b> Generic	<b>EFFECTIVE DATE</b> 18 July 2018
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## **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.

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## **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 undertake 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 18 July 2018**  
**TRIM REF # D18/0302316**