



Second Cook

WA College of Agriculture

Position number	Generic
Agreement	The Australian Workers' Union (Western Australian Public Sector) General Agreement 2017 or as replaced.
Classification	Kitchen Staff Employee Level 2.
Reports to	Manager Corporate Services or Residential Hostel Manager (Level 5)
Direct reports	Nil

Context

The Western Australian College of Agriculture is a system of residential schools that provide a dedicated program of study in agricultural education for male and female students in Years 10, 11 and 12. The campuses operate commercial sized farms and extensive education and training resources.

The Colleges enable students to continue their schooling in a residential agricultural setting. Students receive instruction for approximately 34 hours per week over 39 weeks per year. Each campus employs administration and teaching staff, managers of corporate services and office staff, technical officers agricultural instruction, residential supervisory and domestic staff.

The Colleges provide boarding facilities to support the educational program. Accommodation for students is configured to house male and female students where a homely atmosphere and pastoral care is promoted. About 98% of students are residential students.

Further context about the particular college in which the vacancy is being advertised is available on the Department's website [Schools Online](#).

For further information, please visit education.wa.edu.au

Key responsibilities

- Ensures high levels of quality control, storage and hygiene are maintained according to occupational safety and health standards and requirements.
- Instructs and supervises Level 1 Domestic staff (catering duties) in day-to-day operations when working shifts in the absence of the Chef and the First Cook.

- Assists the Chef and the First Cook in meeting the catering requirements of the college and external groups and caters for special occasions and functions as required. This involves:
 - preparation
 - cooking
 - stock control.
- Assists in cleaning the kitchen, utensils and equipment and clears waste to appropriate areas.
- Assists in maintaining organised and clean pantries, freezers, cool rooms and store rooms.
- Promptly reports equipment and facilities faults.

Selection criteria

1. Experience in a commercial cooking environment and demonstrated ability to assist in the preparation of meals for approximately 100 people.
2. Demonstrated ability to assist in the instruction and supervision of catering staff.
3. Demonstrated ability to recognise and interpret Safety Data Sheets, equipment operating instructions, safety instructions and training guidelines.
4. Demonstrated interpersonal and communication skills, including the ability to work cooperatively in a team environment to a busy schedule.

Eligibility and training requirements

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- obtain or hold a current Working with Children Check
- complete the Department's induction program within three months of commencement
- complete any training specific to this role required by Departmental policy
- 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 responsibilities and other requirements of the position.

ENDORSED

Date 7 August 2019
Reference D19/0335660