

Cook

Residential Colleges

Position number	Generic
Agreement	Government Services (Miscellaneous) General Agreement 2021 , or as replaced.
Classification	Level 3
Reports to	College Manager (Level 5)
Direct reports	Nil.

Context

Information about the particular Residential College in which the vacancy is being advertised is available on [Schools Online](#). Please follow the link and enter the college name in the 'Find a School' field.

Visit education.wa.edu.au for further information about the Department of Education.

Key responsibilities

- Ensure high levels of quality control, storage and hygiene are maintained in accordance with occupational safety and health standards and requirements.
- Provide meals of a high standard, manage day-to-day catering requirements of the college and external groups and cater for special occasions and functions as required.
This involves:
 - preparation
 - cooking
 - catering for special dietary requirements
 - stock control
 - purchasing goods
- Work effectively with other cook/s and kitchen hand/s.

Selection criteria

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.

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 14 April 2021
Reference D21/0181622