



Other Cook Broome Camp School

Position number	00004951
Agreement	Government Services (Miscellaneous) General Agreement 2021 or as replaced
Classification	Level 2
Reports to	Finance and Administration Support Officer (Level 3)
Direct reports	Nil

Context

Information about Broome Camp School where the vacancy is being advertised is available on [Schools Online](#).

For further information about the Department of Education, please visit education.wa.edu.au.

Key responsibilities

- Maintain a high level of quality control, storage and hygiene in accordance with occupational safety and health standards and requirements.
- Assists the Qualified Cook in catering for the Camp School activities and clients including:
 - menu planning
 - food preparation
 - cooking
 - stock control
 - ordering goods
 - quality control.
- Assist in cleaning the kitchen, utensils and equipment and disposes of waste materials to appropriate areas.
- Assist in maintaining organised and clean pantries, freezers, cool rooms and store rooms.
- Promptly report equipment and facilities faults.
- Supervise Kitchen Hands.

Selection criteria

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

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 12 May 2022
Reference D22/0381326