



First Cook

WA College of Agriculture

Position number	Generic
Agreement	Australian Workers' Union (Western Australian Public Sector) General Agreement 2019 , or as replaced.
Classification	Level 3
Reports to	Manager Corporate Services/ Residential Hostel Manager (Level 5)
Direct reports	Various, as delegated in the absence of Chef

Context

Information about the particular school or college in which the vacancy is being advertised is available on [Schools Online](#).

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

Key responsibilities

The First Cook:

- Ensure high levels of quality control, storage and hygiene are maintained according to occupational safety and health standards and requirements.
- Instruct and supervise kitchen staff in day-to-day operations when working shifts in the absence of the Chef.
- Assist the Chef in the provision of high-standard meals, management of the 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 of goods.

Selection criteria

1. Demonstrated experience in a commercial cooking environment and ability to prepare meals for approximately 100 people on a daily basis.
2. Demonstrated ability to instruct and supervise catering staff.
3. Demonstrated experience in the ordering or requisitioning of food and other supplies needed to ensure efficient kitchen operations.
4. Demonstrated organisational skills, including the ability to prioritise tasks to meet timelines.
5. Demonstrated good interpersonal and communication skills, including the ability to liaise with individuals at all levels 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 9 March 2021
Reference D21/0122555