



Clarence... a brighter place

## Position Description

Position Title	Senior Childcare Support Worker (Cook)		
Position Number	1132	Development Date:	September 2024
Reports To (Position Title)	Director Rosny Early Learning		
Number of <u>direct</u> reports	<input checked="" type="checkbox"/> Nil <input type="checkbox"/> 1-3 <input type="checkbox"/> 4-6 <input type="checkbox"/> 7-9 <input type="checkbox"/> More than 10		
Pay Point Range or classification per Industrial Instrument	Senior Childcare Support Worker		
Group / Section	Community and Culture	Rosny Early Learning	
Award/Enterprise Agreement	<input type="checkbox"/> Clarence City Council Enterprise Agreement #11/2021 <input checked="" type="checkbox"/> Rosny Early Learning Enterprise Agreement #7/2020 <input type="checkbox"/> Local Government Industry Award 2020 <input type="checkbox"/> Nurses Award 2010		
Employment Status	<input checked="" type="checkbox"/> Permanent, ongoing <input type="checkbox"/> Temporary - short term contract <input type="checkbox"/> Casual		
Location (where the workstation will be situated).	<input type="checkbox"/> Chambers <input type="checkbox"/> Bayfield Street <input type="checkbox"/> Alma Street <input checked="" type="checkbox"/> Rosny Early Learning <input type="checkbox"/> Youth Centre	<input type="checkbox"/> Depot <input type="checkbox"/> Howrah Recreation Centre <input type="checkbox"/> Rosny Farm <input type="checkbox"/> Other _____	
Is a Drivers Licence required for this position?			<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
Are there additional eligibility Requirements	<input checked="" type="checkbox"/> YES (refer to Eligibility section). <input type="checkbox"/> NO		
Is this a Child Safe designated position?			<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Authorised by CEO and Date:			

## ABOUT US

Clarence is on Mumirimina land, located on the eastern shore of the breathtaking Derwent River and part of Greater Hobart – the largest city of Tasmania.

The Clarence lifestyle offers the best of both worlds, regional and metropolitan, it boasts hundreds of kilometres of natural coastline and pristine bushland, as well as a thriving business and sports sector across a diverse range of industries.

While working with us you will contribute to making real change for our people and our community.

## ROSNY EARLY LEARNING OBJECTIVES

To provide high quality education and care that is based on the belief that children are confident and involved learners who learn through play and exploration.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

Ensure a high level of service for the organisation by:

- proving a healthy, balanced, varied diet through a carefully planned menu for all children attending the service, including meeting necessary dietary requirements
- preparing morning tea, lunch and afternoon tea each day, in accordance with:
  - the weekly meal plan;
  - Service policies and licensing standards; and
  - relevant food handling guidelines
- undertaking regular kitchen cleaning routines in accordance with cleaning schedule; and
- manage food purchasing of required goods to ensure supplies are available for the weekly meal plan in accordance with the approved budget.
- check the accuracy of deliveries against the packing slip.
- check and record temperature of refrigerated/frozen foods as per the Food Safety Program.
- check the condition of all delivered food items.

*The essential duties and responsibilities of the role are outlined above however a worker may be directed to carry out such duties and tasks as are within the limits of the worker's skill, competence and training.*

## **AUTHORITY AND DELEGATIONS**

The officer is to perform all duties in an authorised manner and within the scope of responsibility necessary to carry out those duties, as specified by this position description and in accordance with any applicable appointment, authorisation or delegation provided by the Chief Executive Officer.

## **SELECTION CRITERIA (OR ASSESSMENT CRITERIA)**

### Essential qualifications or registration

- Relevant qualifications and/or relevant experience.

### Essential Criteria

- A good understanding of food handling and preparation guidelines.
- Ability to develop a good understanding of menu preparation requirements within the childcare industry.
- Excellent interpersonal skills, including the ability to relate to and communicate with children and co-workers.
- Understanding of health and safety practices relevant to the childcare industry.
- Ability to exercise initiative, judgement and discretion.
- Excellent organisational and time management skills.
- Ability to work in a team environment.

### Desirable

- Current First Aid Certificate.

## **ELIGIBILITY**

YES **Identification** – To be eligible for employment with Clarence City Council, applicants must provide at least two pieces of identification, one of which must be photographic identification.

YES **Citizenship** - To be eligible for employment with Clarence City Council, applicants must be an Australian citizen or have a current working visa. Only in exceptional circumstances can this requirement be waived, where council initiates a new sponsorship for an applicant for employment.

YES **Health Assessment** – As a condition of engagement, a pre-employment health assessment may be required where there are physical or medical requirements for the role.

**Pre-employment Checks** - Successful applicants will be required to undergo mandatory checks as follows (if ticked):

- YES - Conviction checks in the following areas:
  - crimes of violence.
  - sex related offences.
  - serious drug offences.
  - crimes involving dishonesty.
- YES - Working with Vulnerable People (Tasmania) check.

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## YOUR OBLIGATIONS

All employees are required to:

- Comply with all reasonable and lawful directions.
- Respect yourself and others by taking reasonable care that your acts or omissions do not adversely affect the health and safety of yourself and others in the workplace.
- Comply with policies and procedures as amended from time to time (available on council's intranet), including but not limited to council's:
  - Customer Service Framework and Charter
  - Procurement Policy and procedures.
  - Fraud and Corruption Policy.
  - Workplace Behaviour and Code of Conduct.
  - Work Health and Safety Policy and Procedures.
- Perform all duties to the best of your abilities at all times.

## CHILD AND YOUTH SAFETY

Council is committed to the safety and wellbeing of children and youth including those from diverse backgrounds, and in particular those from Aboriginal and Torres Strait Islander cultures, while enabling their participation as valued members of our community.

We welcome applications from people from diverse backgrounds and encourage you to provide insights into your experiences working with children from diverse backgrounds.

As part of your role, you will be working with vulnerable people (per *Registration to Work with Vulnerable People Act (Tas) 2013*). It is your obligation to always ensure their safety and report any concerns that you have, in line with our duty of care obligations.

Council has determined that the person carrying out the duties of this role is required to satisfy preemployment checks before taking up the appointment, or promotion or transfer. The following checks are to be conducted:

1. Working with vulnerable people check
2. Conviction checks in the following areas:
  - crimes of violence
  - sex related offences
  - serious drug offences
  - crimes involving dishonesty
  - serious traffic offences
3. Identification check
4. Disciplinary action in previous employment check.
5. Background Information

If you are successful in gaining employment, you are required to inform Council of any changes to you working with vulnerable people, conviction checks or identity status during the course of your employment. We have zero tolerance when it comes to abuse or harm of any kind and will take disciplinary action, including and up to termination of employment.

For further information, please refer to our Safeguarding Children and Youth Policy and Code of Conduct available on our website and intranet.