

**POSITION:** Chef  
**REPORTS TO:** Centre Manager  
**DATE CREATED:** August 2019

## ORGANISATIONAL ENVIRONMENT

Melbourne City Mission (MCM) is a leader and innovator in the provision of services to the community. Established in 1854, Melbourne City Mission is a non-denominational organisation that supports thousands of Victorian people and communities to overcome barriers and disrupt disadvantage to live their life, their way.

As a service provider Melbourne City Mission's work is focussed on supporting people to take charge of their own lives and participate fully in community life. Melbourne City Mission's service profile includes: Children, Youth, Adult and Family; Disability; Employment, Education and Training; Homelessness; Justice; and Palliative Care.

As a social change agent Melbourne City Mission advocates for social policy change and works across all sectors in seeking to achieve sustainable outcomes for communities experiencing disadvantage.

## JOB CONTEXT

Melbourne City Mission provides a range of early learning services to help with children's development in their early years including early learning centres and kindergartens providing safe and nurturing learning environments where play is used as a method of learning.

We recognise that the early years are critically important for all children and with the right supports in place they can get the best possible start in life. Our tailored supports and linkages create an integrated early years' offering, making sure that the wellbeing of children who face challenges is enhanced through the services we provide.

Melbourne City Mission runs two Early Years Hubs, Hartnett House (Brunswick) and Doreen with 126 and 120 enrolment capacity respectively, open daily to provide quality care to children aged between 6 weeks to 6 years of age. Children come first and are respected as confident, competent individuals. We aim to support the community through our long-standing heritage by providing long day care and other community and early years developments services through Melbourne City Mission.

## JOB PURPOSE

The Cook will produce high quality food and beverage that is nutritious and appropriate to the children's age and dietary requirements.

## JOB OBJECTIVES

Duties of this role may include but are not limited to the following:

- Planning weekly meal menus that meet the Education and Care Services Regulations.
- Preparing meals in adequate quantities that are nutritious and encourages positive eating habits for children.
- Preparing meals that meet the individual dietary requirements of children considering their growth and development needs and any other specific cultural, religious or health requirements.
- Performing safe practices for preparing, handling and storing of food.
- Effectively preparing meals to ensure they are read at the required meal service times for children.
- Managing and maintaining the kitchen ensuring sufficient food supplies and the hygiene and cleanliness of the kitchen in accordance with food handling regulations and in collation with the Food Safety Plan.
- To meet & exceed compliance for both Council and external audits.
- Reporting and responding (when required) to incidents and issues relating to the kitchen and the meals prepared.
- Participating in staff team meetings and supervisions constructively.
- Ensuring services are delivered within the framework of MCM's policies and procedures, legislative requirements, and meet the relevant service standards.
- Performing other duties as delegated by the Centre Manager or delegate.

## KEY RELATIONSHIPS

This position may have relationships with a diverse range of MCM employees, external service providers, organisations and stakeholders within the community, with the view to providing the most appropriate and effective services and supports to the people they support. Examples of key relationships are detailed in the following table:

- |                               |  |
|-------------------------------|--|
| <b>Internal Relationships</b> | <ul style="list-style-type: none"><li>• Occupational Health &amp; Safety</li><li>• Quality and Risk</li></ul>    |
| <b>External Relationships</b> | <ul style="list-style-type: none"><li>• Food suppliers</li><li>• Clients (families and their children)</li></ul> |

## KEY SELECTION CRITERIA

### Qualifications / Experience

- A relevant trade qualification (e.g. Certificate III in Commercial Cookery)
- Safe Food Handling qualification

**Essential:**

- Experience in food preparation and safe food handling practices
- A good understanding of dietary requirements to enable appropriate food preparation
- Effective time management and organisation skills
- Effective communication skills
- Ability to work as part of a team to achieve common goals and purpose
- An understanding of the requirements for ensuring child safety.

**Desirable:**

- First Aid qualification

## ORGANISATIONAL REQUIREMENTS AND COMMITMENTS

**Workplace Health & Safety:**

MCM's strategy is to create a working environment in which we have zero tolerance for compromised worker safety. As an employer we endeavour to provide a working environment that is safe for all employees and clients and adheres to Occupational Health & Safety regulations as an employer.

As an employee, you also have Occupational Health & Safety responsibilities as follows:

- To comply with all MCM policies related to Occupational Health and Safety in the workplace.
- Take reasonable care of your own health and safety in addition to the health and safety of your colleagues and clients who may be affected by your acts or omissions in the workplace.

**Client Wellbeing and Safety:**

We are committed to the safety and wellbeing of children, young people, people with a disability and other vulnerable people. We have a zero tolerance of abuse and neglect of all vulnerable people and are committed to actively contributing to a safe organisation in which children, young people, people with a disability and vulnerable people are protected from violence, abuse and neglect. All employees are required to comply with the Child Safe Standards.

**Operational Accountability:**

MCM is committed to operating efficiently, ethically and remaining operationally and financially sustainable.

As an employee you are expected to operate within the requirements of our accreditation, registrations, delegations and work responsibilities as detailed in our various policies and procedures, Code of Conduct and regulatory guidelines.

## COMPLIANCE

As an employee, you are expected to comply with the following:

- Comply with and actively support all position, division and organisational policies and procedures.

- All employees are subject to MCM's *Employment Safety Screening Procedure*.
- All prospective employees are subject to satisfactory completion of employment safety screening prior to their commencement. This includes: National Police check, International Police check (if required), a Victorian Working with Children Check (if applicable), checking employees' names against the Disability Worker Exclusion List (DWEL) maintained by the Disability Worker Exclusion Scheme (DWES) Unit (if applicable), a Disqualified Carer Check against the Victorian Carer Register (if applicable), and the right to work in Australia.
- Prospective incumbents who have lived overseas for 12 months or longer during the past 10 years are required to provide the results of an international police check where it forms part of the Safety Screening requirements for DHHS funded services or NDIS Risk-Assessed roles. Applicants should contact the relevant overseas police force to obtain this and submit as part of their application. Details of overseas police agencies are available on the Department of Home Affairs website: <https://immi.homeaffairs.gov.au> (search 'police check').

## LEADERSHIP CAPABILITY FRAMEWORK

In addition to the key selection criteria, applicants should be able to demonstrate the following attributes:

KEY AREA	BEHAVIOURAL CAPABILITIES
<b>PARTNERSHIPS</b>	<p><b>Customer Focused</b> We do our best work when we understand people, and enable them to direct their own lives. We partner with others to provide access to what they need locally.</p>
<b>PARTNERSHIPS</b>	<p><b>Collaboration &amp; Cooperation</b> Seeks to find the right solution for all. Stays connected, and works together with colleagues and customers to achieve great things.</p>
<b>REPUTATION</b>	<p><b>Provable Results</b> Is accountable. Delivers measurable outcomes. Driven and energetic; striving to meet targets and quality outputs for customers and colleagues.</p>
<b>REPUTATION</b>	<p><b>Doing Our Best</b> Follows a 'right first time' approach. Sets and expects high standards as a mark of MCM's reputation.</p>
<b>PEOPLE</b>	<p><b>Challenge &amp; Change</b> Forward thinking. Challenges the status quo and looks for innovative solutions to how MCM can make a positive difference.</p>
<b>PEOPLE</b>	<p><b>Safety First</b> Always puts safety first. Creates a safe, healthy and caring workplace that is expressed in all operational activities and interactions with others.</p>

## OUR VALUES

Employees are expected to commit to and demonstrate MCM's values:

**Together** We are inclusive and accepting of difference.  
We work in highly effective teams and our people are connected across our organisation.  
We engage proactively with others to deliver outcomes.

**Courageous** We speak up constructively in line with our convictions.  
We pursue our goals with determination.  
We are passionate about our advocacy role.

**Curious** We are inquisitive and ask why.  
We challenge the status quo.  
We actively explore the alternatives.

**Open** We are transparent and have genuine, honest interactions.  
We listen and hear people's voices.  
We value and respect the autonomy of clients.  
We trust one another.

**Accountable** We act safely in all our interactions.  
We manage within our financial and resource boundaries.  
We own our outcomes and decisions.  
We are proud of the work that we do.