

Position Title	Children's Centre Cook
Department	Community Services
Unit	Children's Services
Team	Children's Services
Supervises	Nil
Reports To	Centre Director / Coordinator
Grade Range	B
Date Prepared	10/05/2021
Date Last Updated	6/07/2026

Our Vision & Values: A leading organisation that collaborates & innovates



We are committed
to **safety**



We work as
one **team**



We act with
integrity



We care about
our **customers**



We **continuously**
improve

Primary purpose of position

A Children's Centre Cook is responsible for planning, preparing, and serving nutritious, balanced, culturally inclusive, and allergy-safe meals and snacks for young children in accordance with approved dietary guidelines. The role requires maintaining the highest standards of food safety, hygiene, and kitchen cleanliness while complying with relevant food safety legislation and early childhood education regulations.

Responsibilities also include managing food budgets, ordering and storing supplies, accommodating individual dietary requirements, and supporting children's health and wellbeing through the provision of safe, high-quality meals in a positive early learning environment.

Accountabilities

- Plan and prepare varied, nutritionally balanced menus (morning tea, lunch, afternoon tea) that meet the recommended daily intake for children aged 0–6. Accommodate specific cultural requirements and medical/allergy dietary needs (e.g., gluten-free, dairy-free, nut-free).
- Ensure all meals are delivered to rooms on time and in correct portion sizes.
- Maintain kitchen hygiene to the highest standards, ensuring compliance with State/Territory Food Safety Acts and Health Department regulations.
- Adhere to strict cross-contamination prevention protocols when preparing meals for children with anaphylaxis or severe allergies.
- Complete daily temperature logs for refrigerators and freezers, and safely store all food items
- Order groceries, manage pantry supplies, and track food usage to stay within the centre's allocated budget.
- Conduct regular stocktakes and minimize food waste.
- Display updated allergy and special diet charts in the kitchen.
- Consult with the Centre Director, educators, and families to gather menu feedback and update dietary requirements.
- Provide a welcoming environment and occasionally engage with the children (e.g., conducting fun, simple cooking activities).
- Work within the guidelines of Council's Children's Services Handbook.

Position capabilities and level

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Capability Profile – Trades/ Operational

Capability Group	Capability Name	Level
 Personal Character	Lead Self	Intermediate
	Display Resilience	Foundational
	Act with Integrity	Intermediate
	Safety and Accountability	Intermediate
 Relationships	Communicate and Engage	Foundational
	Customer and Community Focus	Intermediate
	Work Collaboratively	Intermediate
	Influence and Negotiate	Foundational
 Results	Plan and Prioritise	Foundational
	Think and Solve Problems	Foundational
	Innovate and Improve	Foundational
	Deliver Results	Foundational
 Resources	Finance	Foundational
	Assets and Tools	Intermediate
	Technology and Information	Foundational
	Procurement and Contracts	Foundational
 People Leadership	Manage and Develop People	N/A
	Inspire Direction and Purpose	N/A
	Optimise Workforce Contribution	N/A
	Lead and Manage Change	N/A

Focus Capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least satisfactory level for a candidate to be suitable for appointment.

CBCity Capability Framework - Focus Capabilities

Group & Capability	Level	Behavioural Indicators
Personal Character		
Act with Integrity	Intermediate	• Maintains confidentiality of customer and organisational information • Is open, honest and consistent in words and behaviour • Takes steps to clarify ethical issues and seeks advice when unsure what to do • Helps others to understand their obligations to follow the code of conduct, legislation and • Recognises and reports inappropriate behaviour, misconduct and perceived conflicts
Relationships		
Communicate and Engage	Foundational	• Speaks at an appropriate pace and volume • Uses appropriate body language and facial expressions • Explains things clearly Allows others time to speak • Shows sensitivity to cultural, religious and other individual differences when interacting with
Personal Character		
Lead Self	Intermediate	• Understands what needs to be done and steps up to do it • Pursues own and team goals with drive and commitment • Shows awareness of own strengths and weaknesses • Asks for feedback from colleagues and • Makes the most of opportunities to learn and apply new skills

Personal Character		
Safety and Accountability	Intermediate	• Follows through reliably and openly takes responsibility for own actions • Understands delegations and acts within authority level • Is vigilant about the use of safe work practices by self and others • Is alert to risks in the workplace and raises them to the appropriate level
Relationships		
Work Collaboratively	Intermediate	• Encourages an inclusive, supportive and co-operative team environment • Shares information and learning within and across teams • Works well with other teams on shared problems and initiatives • Looks out for the wellbeing of team members and other colleagues • Encourages input from people with different experiences, perspectives and beliefs • Shows sensitivity to others' workloads and challenges when asking for input and
Relationships		
Customer and Community Focus	Intermediate	• Identifies and responds quickly to customer needs • Demonstrates a thorough knowledge of services provided • Puts the customer and community at the heart of work activities • Takes responsibility for resolving customer issues and needs
Results		
Plan and Prioritise	Foundational	• Understands team objectives and own contribution • Plans and organises own work tasks • Asks when unsure about the relative priority of allocated tasks

		• Manages time appropriately and re-prioritises as required • Identifies and informs supervisor of issues that may impact on completion of tasks
Results		
Deliver Results	Foundational	• Takes the initiative to progress work tasks • Clarifies work required and timeframe available • Identifies what information/ resources are needed to complete work tasks • Checks own work for accuracy, quality and completeness • Completes tasks under guidance, on time and to the required standard
Resources		
Technology and Information	Foundational	• Shows confidence in using the technology required in the role • Uses technology appropriately, in line with acceptable use policies • Completes work tasks in line with records, information and knowledge management

* Focus Capabilities are those judged to be the most important at the time of recruiting to the position. The mix of “focus” capabilities can change over time, reflecting changing work priorities and current team strengths.

Delegations

Decisions associated with this position are to be made in accordance with the Delegations of Authority (Policy186) approved by the General Manager.

Code of Conduct

All staff are required to adhere to the Code of Conduct (CP25).

Work Health & Safety

All staff are required to adhere to Council’s WHS&E Responsibilities and Authorities document (REF229) and associated policies and procedures.

Records Management

All staff are required to comply with Council’s Records and Information Management policies, procedures and guidelines.

Qualifications and Experience

- Current Food Handling Certificate (or willingness to obtain immediately)
- Current NSW Working with Children Check (WWCC)
- Completed National Child Safety training
- Current CPR

Essential Experience

- Previous experience in preparing and cooking meals in a childcare centre, school, aged care, healthcare, or commercial kitchen.
- Experience planning and preparing nutritious, age-appropriate meals and snacks for young children.
- Demonstrated experience catering for food allergies, intolerances, and special dietary requirements (e.g. anaphylaxis, gluten-free, dairy-free, vegetarian, cultural and religious diets).
- Practical experience implementing food safety, hygiene, and sanitation procedures in accordance with relevant legislation and food safety standards.
- Experience maintaining kitchen cleanliness, equipment, and safe food storage practices.
- Experience ordering food supplies, managing stock, rotating inventory (FIFO), and minimising food waste within a budget.
- Experience maintaining accurate food safety records, temperature logs, cleaning schedules, and compliance documentation.
- Experience working independently while managing multiple tasks in a fast-paced environment.
- Effective communication skills
- Demonstrated ability to work well within a team

Desirable Qualifications and or Experience

- Current First Aid Certificate

HUMAN RESOURCES USE (SELECT YES OR NO)	YES	NO
Does this position fall under the definition of child related employment?	☒	☐
Does this position require incumbent to undergo criminal reference check?	☒	☐
Does this position require incumbent to demonstrate good driving Licence class required: Click to Specify Licence	☐	☒
Will incumbent need to make disclosure of pecuniary interest?	☒	☐
Could there be a conflict of interest with secondary employment?	☒	☐