Role Description
Cook (Qualified)

Cluster	Education
Agency	Department of Education
Division/Branch/Unit	School Operations and Performance
Classification/Grade/Band	Household Staff Grade 3
ANZSCO Code	351411
PCAT Code	1119192
Date of Approval	16 March 2017
Agency Website	www.dec.nsw.gov.au

Agency overview

The NSW Department of Education provides, funds and regulates education services for NSW students from early childhood to secondary school, delivering world-class education through its public schools and providing funding support to non-government schools. We employ, develop and support teachers, leaders and other staff to deliver the best outcomes for students and to advance the wellbeing of Aboriginal people.

Primary purpose of the role

Manages a small group of staff responsible for providing quality cooking services for residential students at a boarding school. Oversees the provision of auxiliary catering duties as required. Ensures that cooking and food preparation work areas are operational, clean and hygienic at all times.

Key accountabilities

- Undertake general cooking duties, including the preparation of standard meals, baking and pastry cooking, to deliver agreed menus for residential students
- Supervise kitchen staff in undertaking basic, cooking and non-cooking duties, including food preparation, assembly and measurement
- Maintain cooking and kitchen preparation work areas in an operational, clean and hygienic condition
- Ensure that food preparation equipment is cleaned and maintained in accordance with safe work standards and safe food handling standards, and report damaged or faulty equipment to the appropriate staff member
- Supervise stock control tasks, including the requisition, ordering, receipt and storage of goods / equipment from approved suppliers, ensuring that school procedures are followed
- Responsible for supervision and training of staff, including: preparing duty rosters and allocating duties
- Monitor compliance with health and safety guidelines and procedures, including the wearing of personal protective equipment supplied by the employer (as required); report incidents and hazards; participate in training

Key challenges

- Preparing and cooking diverse and nutritionally balanced meals within allocated budgets
- Supervising staff in a range of food preparation, assembly and measurement tasks to ensure on-time delivery of meals
- Establishing and maintaining cooperative working relationships.

Key relationships

Who	Why
Internal	
School Principal or appointed delegate	• Receive guidance and instructions; escalate significant safety or equipment issues • Discuss budgets, meal plans and/or individual special dietary requirements • Receive feedback regarding performance
Direct reports	• Direct / monitor food preparation, assembly and measuring tasks • Provide supervision, coaching and on-the-job training • Prepare rosters, allocate duties and monitor work performance • Provide performance feedback
Students / staff / visitors	• Provide respectful, courteous and fair customer service
External	
Approved suppliers	• Liaise to order and receive goods / equipment • Ensure that supplied goods / equipment are fit for purpose and consistent with expected standards • Liaise to resolve issues arising

Role dimensions

Decision making

- Works within a broad framework of School policies, procedures, protocols and delegations
- Works under minimal supervision to the level of training required of the role, and exercises judgement and initiative to resolve day-to-day work problems
- Plans own work and the work schedules of direct reports
- Assists in the supervision and on-the-job training of direct reports, and monitors compliance with safe food handling and safe work standards Identifies and reports significant safety-related hazards to the School Principal.

Reporting line

The Cook (Qualified) reports to the school principal or an appointed delegate.

Direct reports

The Cook (Qualified) supervises a small team of kitchen staff and/or other staff as agreed with role supervisor.

Budget/Expenditure

Nil

Essential requirements

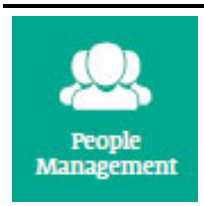
- Minimum TAFE Certificate III in hospitality or commercial cookery or equivalent
- Ability to prepare and cook food for large numbers, and provide a variety of diverse, yet nutritionally sound foods.
- Knowledge and experience of food costing and ordering for large numbers.
- Understanding of student expectations in a boarding school environment.
- Valid Working with Children Check clearance

Capabilities for the role

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at www.psc.nsw.gov.au/capabilityframework

Capability summary

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

NSW Public Sector Capability Framework		
Capability Group	**Capability Name**	**Level**
	Display Resilience and Courage	Foundational
	Act with Integrity	Foundational
	Manage Self	**Foundational**
	Value Diversity	Foundational
	Communicate Effectively	**Foundational**
	Commit to Customer Service	Foundational
	Work Collaboratively	Foundational
	Influence and Negotiate	Foundational
	Deliver Results	**Foundational**
	Plan and Prioritise	Foundational
	Think and Solve Problems	Foundational
	Demonstrate Accountability	Foundational
	Finance	Foundational
	Technology	Foundational
	Procurement and Contract Management	Foundational
	Project Management	**Foundational**
	**Manage and Develop People**	**Foundational**
	Inspire Direction and Purpose	Foundational
	Optimise Business Outcomes	Foundational
	Manage Reform and Change	Foundational

Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

NSW Public Sector Capability Framework		
Group and Capability	**Level**	**Behavioural Indicators**
Personal Attributes Manage Self	Foundational	• Be willing to develop and apply new skills • Show commitment to completing work activities effectively • Look for opportunities to learn from the feedback of others
Relationships Communicate Effectively	Foundational	• Speak at the right pace and volume for varied audiences • Allow others time to speak • Display active listening • Explain things clearly • Be aware of own body language and facial expressions • Write in a way that is logical and easy to follow
Results Deliver Results	Foundational	• Complete own work tasks under guidance, within set budgets, timeframes and standards • Take the initiative to progress own work • Identify resources needed to complete allocated work tasks • Seek clarification when unsure of work tasks
Business Enablers Project Management	Foundational	• Plan and deliver tasks in line with agreed schedules • Check progress against schedules, and seek help to overcome barriers • Participate in planning and provide feedback about improvements to schedules
People Management Manage and Develop People	Foundational	• Clarify work required, expected behaviours and outputs • Contribute to developing team capability and recognise potential in people • Give support and regular constructive feedback that is linked to development needs • Identify appropriate learning opportunities for team members • Recognise performance issues that need to be addressed and seek appropriate advice