Role Description
Cook (Unqualified)

Cluster	Education
Agency	Agency Department of Education
Division/Branch/Unit	School Operations and Performance
Classification/Grade/Band	Household Staff Grade 2
ANZSCO Code	119192
PCAT Code	3514111
Date of Approval	08 May 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

Under the direction of qualified kitchen staff, the Cook assists in the timely preparation of meals (including special diets) for students and staff at a boarding school. The role also cleans and conducts routine maintenance of food preparation equipment and undertakes a range of purchasing and stock control duties as required by the role supervisor.

Key accountabilities

- Undertake basic cooking duties, including the preparation of standard meals, baking, and pastry cooking of a variety of items; butcher and/or prepare various cuts of meat, for example, mutton, beef and pork, as required by daily menus
- Assist with the timely preparation of meals for students and staff; maintain portion control standards for all individually served meals
- Clean and conduct routine maintenance of food preparation equipment in accordance with safe work standards and safe food handling standards; equipment could include but is not limited to band saws, mincers, hand saws and knives
- Comply/ cooperation with health and safety guidelines/procedures (including wearing personal protective equipment) supplied by the employer (as required); report incidents and hazards/participate in training
- Undertake stock control duties, including the purchasing, ordering, receipt and inventory of goods, in accordance with school procedures

Key challenges

- Prioritising and completing allocated work tasks in a fast paced environment
- Ensuring compliance with safe food handling standards at all times
- Maintaining cooperative working relationships with dining room and housekeeping staff.

Key relationships

Who	Why
Internal	
School principal or appointed delegate	• Receive guidance and instructions; escalate significant safety issues • Receive feedback regarding performance
Cook (Qualified) or Head Chef	• Receive guidance and instructions • Receive ongoing performance feedback, coaching and on-the-job training • Escalate issues that may impact on safety, efficiency or task completion
Students / staff / visitors	• Provide respectful, courteous and fair customer service
Other domestic staff	• Liaise to ensure coordinated tasking • Maintain cooperative working relationships
External	
Approved suppliers	• Liaise to order and receive goods / equipment • Liaise to clarify equipment specifications and cleaning instructions

Role dimensions

Decision making

- Undertakes duties that involve some initiative and decision-making
- Is responsible for the quality of own work subject to routine supervision
- Applies internal and external policies, procedures and standards to work routines (e.g. safe food handling; safe work standards; etc.)
- Identifies and reports health and safety-related hazards to the role supervisor or school principal

Reporting line

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

Direct reports

Nil

Budget/Expenditure

Nil

Essential requirements

- 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**

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	Foundational	• Work as a supportive and co-operative team member, share information and acknowledge others' efforts

NSW Public Sector Capability Framework		
Group and Capability	**Level**	**Behavioural Indicators**
Work Collaboratively		• Respond to others who need clarification or guidance on the job • Step in to help others when workloads are high • Keep team and supervisor informed of work tasks
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