



The Glennie School Position Description

Cook

CLASSIFICATION LEVEL:	Kitchen Staff Level 4
REMUNERATION:	Commensurate with the Anglican School's remuneration scales
QUALIFICATION:	Food handling certificates are mandatory.
SUPERVISOR:	Chef
POSITION DETAILS:	Part-time, term-time position, 40 hours per fortnight. Some additional hours possible during school holidays for residential camps.
PERFORMANCE APPRAISAL:	A six month probation period will apply from the date of initial appointment. Performance appraisal will be conducted by the School annually after the date of initial appointment.

POSITION SUMMARY

Under the direction of the Chef, this position requires the Cook to work as a team member to prepare and cook bulk food, as well as maintain strict sanitation/cleanliness of facilities and equipment within the work environment. Duties include preparation, cooking and serving of all foods to students, visitors, clients, management and staff of The Glennie School. On occasion you may be required to perform the duties and responsibilities of the position on an individual basis.

PERSONAL ATTRIBUTES AND GENERAL PREREQUISITES OF STAFF AT THE GLENNIE SCHOOL

The personal attributes and skills expected for a position at Glennie include the ability to:

- demonstrate support for, and empathy with, Anglican values and beliefs together with the School's mission, vision and philosophy
- comply with all guidelines, policies and procedures as set out in legislation, the current Queensland Anglican Schools Enterprise Agreement and other School policies
- maintain confidentiality in all matters relating to students, parents and staff
- demonstrate well-developed interpersonal skills, displaying the Glennie Values (Respect, Compassion, Courage and Integrity) and a caring attitude towards all members of the Glennie community
- ensure daily behaviour and dress standards are professional, and adhere to the School's Code of Conduct
- demonstrate effective organisational and time management skills, meet deadlines and display initiative

- be responsible and accountable for personal performance
- be able to work independently and with minimal supervision
- demonstrate effective IT skills appropriate for the position
- be committed to continue self-improvement through professional learning
- maintain a degree of flexibility in working hours from time to time as required for the position
- accept that the Principal reserves the right to modify the position to meet the operating and educational needs of the School
- be aware of, and be able to act on, school emergency procedures and carry out Workplace Health and Safety (WH&S) obligations of the School as indicated in the School on-line induction training program and Staff Handbook
- undertake other reasonable and relevant duties as directed by the Principal or her representative
- support the School's staff mission statement
- advocate for all areas of The Glennie School at all times

DUTIES AND RESPONSIBILITIES

The responsibilities of the Glennie Cook will include, but not be limited to the following:

- Prepare, cook and present bulk food for meals
- Prepare, cook and present pastry/desserts/biscuits/slices
- Prepare, cook and present food for function requirements
- Clean down kitchen bench surfaces at the completion of meal service
- Clean bulk cooking containers
- Clean ovens and stovetops at the completion of meal service
- Competently use commercial dishwasher, ovens, stoves, slicer, mixer, brat pan, steamers, deep fryers, grill plate, bain maries through experience and training.
- Maintain a high standard of hygiene and safety practices within the kitchen area including wall and fridge surfaces.

STUDENT PROTECTION IN ANGLICAN SCHOOLS

Anglican schools support the rights of children and young people and are committed to ensure the safety, welfare, and wellbeing of students. Anglican schools are therefore committed to responding to allegations of student harm resulting from the conduct or actions of any person, including that of employees.

The Anglican school commitment includes the provision of a safe and supportive living and learning environment for all students and requires all employees, volunteers and visitors to model and encourage behaviour that upholds the dignity and protection of students from harm. Staff must:

- attend all student protection mandatory training annually and any other professional learning events as required by the School
- understand and comply with all obligations under the Student Protection in Anglican Schools Policy and Procedure as they relate to this position
- support and engage with all student protection initiatives and programs across the School

- comply with all reporting requirements as detailed in the Student Protection in Anglican Schools Policy and Procedure 2018

Please forward applications including appropriate qualifications and the names and the contact details of three Professional Referees (external candidates) or two Professional Referees (internal candidates) to:

Human Resources Manager
Mrs Sabine Eadie
The Glennie School
246a Herries Street
TOOWOOMBA QLD 4350

F: 07 4688 8767

E: hr@glennie.qld.edu.au