



ST LAURENCE'S COLLEGE

A Catholic College for boys in the Edmund Rice tradition

CAMP COOK (Casual) Position Description

Camp Laurence is located on five hectares on the western bank of Lake Moogerah in the beautiful Scenic Rim approximately 90 minutes from Brisbane. It is an Outdoor Educational extension to St Laurence's College in South Brisbane established in 1975. We run a sequential outdoor educational program for St Laurence College students along with offering our venue to external schools.

1. POSITION PURPOSE

The Camp Cook is responsible for providing meals for guests and staff during programs, preparing meals for special diets, ordering food and cleaning/organising the kitchen and appliances.

In addition, the Camp Cook is responsible for general cleaning and maintaining meal records. A primary function of this and every other job at Camp Laurence is to ensure that each guest and visitor receives the highest calibre of service.

The Camp Cook will comply with all EREA and College Policies, work to ensure that the Outdoor Education Team supports the College mission, and operate within the parameters expressed in the Charter for the Authentic Expression of Catholic Schools in the Edmund Rice tradition.

2. POSITION REQUIREMENTS

- Openly support the Christian values of the College
- Implement College policies with regard to Workplace Health & Safety compliance obligations and reporting processes with regard to any injuries that may occur with students or staff
- Qualification as Cook and/or Chef
- Current Blue Card (*Commission for Children and Young People and Child Guardian Act 2000*)
- Current First Aid Certificate
- Meet the requirements of the Selection Criteria on page 4 of this document.

3. POSITION RESPONSIBILITIES & DUTIES

- Manage all aspects of food service for the camp
- Supervise and coordinate the kitchen staff
- Plan meals for camps up to 100 people per meal in advance
- Work with the Camp Manager on camp menu planning
- Review meal plans with certified nutritionist (based on availability)

- Ensure cleanliness of food preparation and delivery areas
- Follow State Health Department Regulations pertaining to safe food practice
- Work with Food Inspectors to ensure legal compliance
- Assist Camp Manager in food budget planning
- Responsible for rotating stock when new orders are checked in
- Place food orders in accordance with budget and in a timely manner
- Check in all food/supply orders
- Prepare all meals on time as scheduled or assigned by the Camp Manager
- Knowledge of food allergies and food related diseases, and the ingredients that may cause the allergy/disease
- Be willing and prepared to meet special food requirements for both campers and staff e.g. gluten free and vegetarian diets
- Have food items available for staff during programs
- Complete monthly food inventory by the end of each month
- Have menus posted daily
- Keep kitchen clean and in accordance with Department of Health Regulations at all times
- Sanitise kitchen surfaces regularly throughout the day
- Wash hands frequently while working in the kitchen and in accordance with Department of Health Regulations
- Report any accidents or injuries to the Camp Manager and Workplace Rehabilitation & Return Work Coordinator (Director of Human Resources)
- Assist in weekly deep cleaning of specific areas in the kitchen, e.g. floors, vent hoods, etc.
- Adhere to all College policies and procedures
- Be responsible for own health and safety and for the health and safety of others in the workplace who may be affected by your acts of omissions at work
- Co-operate with the Camp Manager or other persons as far as is necessary to enable compliance with any requirements under Work Health and Safety legislation and the regulations
- Carry out all other duties and/or tasks as directed from time to time by the Camp Manager, Program Director, Business Manager and/or Principal.

4. ORGANISATIONAL RELATIONSHIPS/EXTENT OF AUTHORITY

This position reports to the Camp Manager, but is responsible to the Business Manager and Principal.

5. WORKPLACE HEALTH & SAFETY RESPONSIBILITIES

The College is bound by the provisions of the *Work Health and Safety Act 2011* (the Act) which provides the legislative framework for workplace safety in Queensland. It is the responsibility of each employee to be familiar with the College's policies and procedures associated therewith. All Supervisors must ensure that no employee is required to undertake a task without adequate safety instructions and job specific training, but it is the responsibility of all staff to report all hazards and/or incidents/injuries that occur to the Director of Human Resources and/or Principal. Any serious breach of the Act could lead to disciplinary action.

6. GENERAL TERMS OF APPOINTMENT

- All employees are bound by the expectations contained in the Edmund Rice Education Australia Principles of Employment and the Vision and Mission of St Laurence's College.
- Much of the information gleaned by staff during the course of their duties is confidential and should be treated as such. Staff must not use confidential information to gain advantage for themselves, their related persons or for any other person or body, in ways, which are inconsistent with the obligation to act impartially. Nor should such information be used improperly to cause harm or detriment to any person of the College.
- All employees recognise and accept that multi skilling is an essential component of the College and all employees may be required from time to time to undertake duties that are outside their normal position description but within their skills, competency and capability.

7. REMUNERATION & HOURS

Classification:	Services Staff Award Level 1 (\$30.93 per hour)
Work hours:	As per the Roster, in line with Camps/Events
Tenure:	Casual
Terms & Conditions:	Please refer to letter of appointment.

SELECTION CRITERIA

The following criteria will be used by the selection panel when short-listing candidates. Candidates must address each of the following Selection Criterion in their written applications:

Selection Criterion 1 – Qualifications/Experience

- At least 2-3 years' experience working as a Cook and/or Chef
- Must have certificate III
- Must show evidence of current WHS Training; Food Safety Training and knowledge of Food Hygiene practices
- Must have a current Blue Card; or be eligible to apply for a Suitability Card for working with children
- Must have a current First Aid Certificate
- Must have a Drivers Licence.

Selection Criterion 2 – Skills

- Skills and knowledge of current food safety and hygiene practices
- Proficient with knives and other cooking equipment such specialist ovens and hotplates
- Experience in preparing bulk foods
- A reasonable level of fitness with the ability to stand for most of the working day
- Ability to work autonomously, with the need of minimum supervision
- Demonstrated strong time management and organisation skills with the ability to work well under pressure and to meet deadlines; and be able to respond rapidly to change
- Demonstrated basic computer skills in all Microsoft applications.

Selection Criterion 3 - Physical Demands (a medical clearance may be requested)

- Must be able to meet the physical demands of the role to successfully perform the essential functions of this job
- Ability to push, pull, and position equipment and appliances
- This position is very active and requires prolonged standing, sitting, walking, bending, kneeling, stooping and crouching
- Must frequently lift or move heavy items
- Work in extreme heat
- Specific vision abilities required by this job include close vision, distance vision, colour vision, peripheral vision, depth perception and ability to adjust focus.

Selection Criterion 4 – Communication Skills

- Strong communication and interpersonal skills - both oral and written (ability to relate well on phone and in person with parents, students and staff at all levels of the College)
- Commitment to meet quality standards; and the willingness to update their skills and knowledge on a regular basis
- Demonstrated commitment to the pastoral care of students
- Ability to work in a team environment.

Selection Criterion 5 – Christian Ethos

- A personal commitment to the Mission and ethos of the College.
- An understanding of Edmund Rice, the ethos of a Catholic School in an Edmund Rice tradition
- Understanding of and ability to contribute to the mission and vision of St Laurence's College as a Catholic School.

Candidates are required to demonstrate the context in, and degree to which, they currently, or potentially, can meet these criteria.

APPLICATION PROCESS

Applications should contain the following:

1. Covering letter addressing the Selection Criteria listed on page 4 of this document; and
2. Current Curriculum Vitae.

Note: All applicants will be subject to EREA and legislative screening procedures and will be required to authorise such checks and provide identification. These checks are consistent with EREA's commitment to child protection policies and procedures.

Applications should be forwarded via email to:

Mr Chris Leadbetter
The Principal
St Laurence's College
Email: employment@slc.qld.edu.au

Enquiries may be directed to:

Ms Lorraine Kopp
Director of Human Resources
St Laurence's College
Phone: (07) 3010 1165
Mobile: 0407 656 866
Email: lkopp@slc.qld.edu.au

Ms Narelle Gowland
Camp Manager
Camp Laurence
Mobile: 0437 752 046
Email: ngowland@slc.qld.edu.au

Applications close: 9am, Monday 7 January 2019