



## Job Description

Title:	<b>Childcare – Kitchen Assistant</b>
Reports to:	Staff Coordinator & Educational Leader
EBA/Award:	South Coast Baptist College Operational Staff Agreement 2024
Employment Type:	Casual
<b>Position Summary</b>	
<p>The Kitchen Assistant at South Coast Baptist College plays a vital role in supporting the Food Coordinator and Housekeeper to maintain a welcoming and functional environment for children and staff. This position is integral to delivering healthy, nutritious meals and ensuring the cleanliness and orderliness of the childcare centre, all while aligning with the college's Christian ethos and the National Quality Framework. As a key member of the team, you will help create a safe, positive atmosphere that enhances the educational and care experiences of the children enrolled at the centre.</p>	
<b>Job Description</b>	
<p>As the Kitchen Assistant, your responsibilities include, but are not limited to:</p> <ul style="list-style-type: none"><li>• Assist with the preparation and serving of nutritious meals and snacks catering to various dietary needs and preferences.</li><li>• Uphold high standards of food safety and hygiene.</li><li>• Ensure compliance with relevant legislation and guidelines in all kitchen operations.</li><li>• Perform general cleaning tasks, including washing dishes, mopping floors, and maintaining the cleanliness of food preparation areas.</li><li>• Support the purchase and management of food supplies.</li><li>• Maintain accurate compliance documentation.</li><li>• Contribute to a positive, collaborative work environment.</li><li>• Build strong relationships with children and families.</li><li>• Support a culture of continuous improvement.</li><li>• Participate in professional development activities.</li></ul>	
<b>Selection Criteria</b>	
<p><b>Qualifications &amp; Experience:</b></p> <ul style="list-style-type: none"><li>• Certificate III in Early Childhood Education and Care (Desirable)</li><li>• Relevant food service and handling certificates</li><li>• Sound understanding of the Food Standards Australia &amp; New Zealand Code (FSANZ)</li><li>• Proven knowledge of nutrition and effective menu planning</li><li>• Current First Aid qualification in accordance with ACECQA guidelines</li><li>• Child protection qualification approved by ECRU</li></ul> <p><b>Skills and Attributes:</b></p> <ul style="list-style-type: none"><li>• Demonstrated understanding of and ability to implement the Food Safety Program</li><li>• Previous experience preparing balanced and nutritious meals</li><li>• Ability to work effectively both independently and as part of a team</li></ul>	



- Strong organizational skills with the ability to manage time effectively
- Competency in performing duties within time constraints and forward planning
- Capacity to provide on-the-job training and guidance in relation to food safety
- Knowledge of statutory regulations and the Quality Improvement and Accreditation System (QIAS)

**Personal and Professional Qualities:**

- Commitment to personal faith and alignment with the College's Christian beliefs and practices
- Ability to build cooperative and supportive relationships with staff, children, and parents
- Adherence to the College's Statement of Faith and code of conduct
- Strong communication skills and a professional attitude
- Willingness to undertake additional responsibilities as requested by the Leadership Team

**Clearances/Certificates/Licenses:**

- Current Working with Children Card
- Police Clearance (less than 6 months old)
- Current Driver's License
- Food Handlers Certificate
- Engagement in ongoing professional development approved by the Director

This position offers an opportunity to contribute significantly to the well-being and development of children in a supportive and values-driven environment.

**General Requirements**

- To have a personal faith and commitment to the Lord Jesus Christ.
- To attend Church on a regular basis and model Christian beliefs, behaviour and practices.
- To accept the College's Statement of Faith.
- Build co-operative and supportive relationships with the board, principal, staff, students and parents.
- Work to ensure personal best practice.
- Ensure that decision making is based on fact and is impartial and fair.
- Model the use of appropriate and proper channels of communication.
- Always act in the best interest of the College and its ethos.
- Working With Children Card.
- Contribute to a safe and healthy workplace by:
  - Following OH&S instructions and policies
  - Reporting accidents and hazards
  - Generally caring for own safety and that of others, including volunteers, students, and parents.
  - First Aid certificate.

**Other Matters**

Note: This job description is comprehensive but not exhaustive, and duties may be varied at the discretion of the college in consultation with this role.



**SOUTH COAST**  
**BAPTIST COLLEGE**  
*Thy Kingdom Come*

Position Held By:	
Signed:	
Date:	