



Appointment of Cook (casual position)

Come and join our vibrant school, located in a growing NSW Regional Centre where lifestyle, affordability, low stress and rich community are realities.

We are seeking a suitable and enthusiastic experienced Cook/Kitchenhand for a casual position (up to 32 hours per week) in our School Kitchen. The purpose of this position is to assist and support the Chef in all aspects of food preparation, cooking operations and to ensure all meals are served in a timely manner at the various school campuses. This is a casual position predominantly during the school term, and may require some weekend shifts.

Location

Calrossy Anglican School, Tamworth – Brisbane Street campus predominantly but may be asked to attend all campuses of the school at different times.

Role accountability

- This position is ultimately responsible to the Principal
- This position functionally reports to the Chief Operating Officer
- This position's day to day report is to the Head Chef
- Calrossy is a Childsafe School and all appointees must hold a current Working with Children Check

Collaborates With

- Head Chef
- Catering team

Our School

Calrossy Anglican School is a leading Day and Boarding School located in Tamworth, a thriving regional centre in the North-West of NSW. It is a 'coeducational school with a difference', catering for approximately 950 girls and boys from Pre-School to Year 12. We have moved into our second century with a bold vision of quality Christian education for the young men and women of regional Australia, under the auspices of the Anglican Diocese of Armidale. Whilst a comprehensive school with an open enrolment policy, Calrossy has performed as the top academic school in North-West NSW in the past ten years, regularly achieving HSC results in the top echelon of schools in the state.

A stimulating learning environment

Calrossy is a forward-thinking school, creating innovative and modern working environments that enhance student learning and fosters a passion and a culture of participation in all aspects of school life. There are a broad range of academic, sporting and cultural activities for Boarding and Day students, promoting success and engagement, both outside and within the classroom.

Well-known for our outstanding and distinctive approach to wellbeing, Calrossy is a place of belonging, in which every student's wellbeing is nurtured, catering for individual special needs and potential.

Calrossy operates on two campuses in Tamworth, with the Junior School and Years 7 – 9 located on the William Cowper Campus in North Tamworth and Years 10 -12 students learning at our Brisbane Street Campus in East Tamworth. Boarding facilities for both girls and boys are provided within the school and nearby. Calrossy operates Tangara Farm as a Trade Training Centre which is home to our renowned Agriculture and Primary Industries programs.

Our Vision and Mission

Calrossy Anglican School provides excellence in Christian Education and we seek to produce graduates who are creators of hope and change that matters.

Our school values are **Integrity, Resilience, Selflessness** and **Inclusiveness**. Operational values are **Integrity, Accountability, Empathy and Courage**.

Childsafe Organisation

As a Childsafe school, we are committed to high standards of care and practices to ensure the safety and protection of children. Every staff member must have a current **Working with Children Check** and is required to actively support our school as a safe learning environment.

Vaccination status: Candidates who are granted an interview will be asked their vaccination status.

Applications

Please forward applications for this position to the Principal, supported by a letter of introduction, appropriate Curriculum Vitae and the Calrossy application form (on the school's website) via admin@calrossy.nsw.edu.au.

The successful applicant will take up this role as soon as possible.

A salary package will be negotiated with the successful applicant in line with the Independent Schools NSW (Support and Operational Staff) Multi-Enterprise Agreement 2021.

Queries about this position can be directed to the Human Resources Officer, Sally-Anne Fielding via hr@calrossy.nsw.edu.au.

Applications close on Sunday 11 September 2022.

Position Description

Essential Qualities & Criteria

- Certificate IV in Catering Operations or equivalent
- Ability to work unsupervised
- Ability to identify, analyse and resolve problems
- Well-developed organisational and time management skills
- Minimum 5 years' experience working in a commercial kitchen and/or bakery
- Honesty, integrity and authenticity in dealings with colleagues, student and staff
- Work effectively in a customer service environment
- Enthusiastic and positive attitude
- Ability to exercise initiative
- Self-motivated with a continuous improvement attitude
- A neat and tidy appearance and overall attitude vital to fit in with the fabric of the School community
- Ability and willingness to support the Christian mission of the School
- Current Working with Children Check
- Food Handling Certificate

Desirable Criteria

- Class C Drivers Licence
- First Aid Certificate
- Site specific Manual Handling Training

Roles and Responsibilities

- Identify critical control points in food preparation system where food hazards must be controlled
- Confirm special dietary requirements and select ingredients
- Prepare, cook and serve all meals for students, staff and visitors in the absence of a Chef
- Prepare food to meet special dietary requirements
- Prepare and cook a variety of cakes and biscuits for all morning/afternoon teas
- Pack and deliver meals to various boarding locations as required
- Pack food for excursions according to documentation
- Replenish dry good ingredient containers from store
- Store food as appropriate at end of each shift
- Carry out laundry duties as required eg washing, drying and folding

- Maintain hygienic and safe food handling practices
- General cleaning at the end of each meal service
- Use and maintain food preparation equipment
- Carry out tasks with the aim of minimizing waste
- Perform your duties to the best of your ability and be accountable for your performance
- Follow reasonable instructions given by your supervisor or their delegate
- Comply with lawful directions
- WHS – in accordance with the Workplace Health & Safety Act 2011, employees must:
 - While at work take reasonable care for their own health and safety
 - Take reasonable care for the health and safety of others
 - comply with any reasonable instruction from Calrossy
 - follow defined WHS policies and procedures
- participate in any in-house training programs, as well as other job specific training that is identified as required for this job
- participate and contribute to team meetings
- participate in workplace change where required
- comply with the School Code of Conduct
- report any concerns or problems to supervisor