



St Leonard's College

General Staff - Casual Position Description

POSITION TITLE: Camp Ibis Cook **DATED:** August 2016

REPORTS TO: Head of Outdoor Education

APPROVED BY: Head of Human Resources

General Information

Camp Ibis is located on the Banksia Peninsula, the closest towns being Paynesville and Bairnsdale. St Leonard's College has a very long tradition of outdoor education. For over 40 years the College has operated Camp Ibis as an outdoor camping experience facility for students from years 5 to 8. The camp has a commercial kitchen and large lodge room to accommodate groups of up to 60 people. Students sleep in tents, whilst visiting staff have hard top accommodation. A caretaker lives on site.

Position Purpose

To plan, prepare and serve nutritional meals for the camp program at Camp Ibis.

Position Status

This is a casual position, to include the following days and approximate hours per week, for the remainder of 2016

- Training / Menu planning and ordering day – Monday 26 September (approximately 8 hours)
- Camp 1 – 3 to 6 October (approximately 23 hours)
- Camp 2 – 10 to 13 October (approximately 23 hours)
- Camp 3 – 25 to 27 October (approximately 15 hours)
- Camp 4 – 8 to 10 November (approximately 15 hours)

Working Relationships

The Camp Ibis Cook reports to the Head of Outdoor Education and works closely with the Ibis caretaker. Interaction with visiting staff and students in a professional and friendly manner is core to the program.

Qualifications and Skills

- Food Safety Supervisor qualification
- Experience in cooking for large groups and/or working in commercial kitchens
- Knowledge of the 'Food and Safety Guidelines'
- Anaphylaxis certification (can be completed online)
- First aid certification is desirable

Duties and Essential Job Functions

- Prepare, cook, portion and serve food for students and staff (on average 30-50 people on each camp), which includes breakfast, lunch, morning and afternoon tea and dinners
- Order and manage kitchen supplies including; food, cleaning equipment, crockery, utensils and appliances
- Supervise the quality and receiving of food as ordered/delivered
- Oversee the cleaning of the kitchen often with the supervision of students involved in kitchen duties
- Liaise with Head of Outdoor Education and/or Camp co-ordinator on all matters relating to the safe and suitable running of the kitchen

- Maintain and continue to develop the food safety guidelines for the kitchen
- Prepare and pack food for Outdoor Education expeditions
- Maintain and stocktake supplies
- Keep records of payments and expenses
- Discuss catering arrangements with Head of Outdoor Education
- Ensure kitchen, storage facilities and other work areas are kept clean and conform to the sanitary regulations
- Attend to complaints concerning food and service
- Plan menus and estimate food requirements
- Prepare and cook different kinds of foods
- Monitor food quality at all stages
- Store food safely and hygienically
- Prepare food to meet dietary and allergy requirements
- Any other tasks as deemed appropriate

General Responsibilities

All staff are to be supportive of the St Leonard's College Mission Statement and to enhance the school's reputation as one which is a warm and caring environment, characterised by efficiency, professionalism and a willingness to meet the individual needs of those within its community.

It is a condition of employment that all staff provide a Criminal Record Check and an employee Working with Children Check before their position will be confirmed.

- The College:
 - is an equal opportunity employer;
 - complies with the requirements of the Privacy Act;
 - has a strong commitment to OH&S;
 - will not tolerate harassment of any kind.
- Communication – effective, helpful and positive.
- Confidentiality – Protect the privacy and confidentiality of all personal information (staff/families/students).
- Teamwork – work together as a team to achieve the best results. Share information and collaborate across all sections of the College; trust, respect and support.
- Accountability – we do our work with honesty, integrity and enthusiasm.
- Performance – we perform to the best of our ability.
- Initiative – looking for opportunities to improve the way we work; flexible, adaptable and efficient.

All staff are expected to actively support these standards.

Child Safety and Protection Responsibilities

St Leonard's College is committed to the safety and wellbeing of our students.

The College has zero tolerance for child abuse and is committed to the protection of all children from all forms of child abuse. In this context, the College implements a comprehensive Child Safety and Protection programme across the entire College community.

All staff are responsible for understanding and applying the College's Child Safety and Protection Policy and procedures including being compliant with the Child Safety Code of Conduct and being proactive in reporting any concerns or identified risk.

Where students are under staff care, there is an obligation to take all practical steps to protect students where a risk to students' safety has been identified.