

Chef Weekend



LORETO
COLLEGE

www.loreto.sa.edu.au

Role	Chef Weekend
Terms	Permanent part-time – 13.0 hours – Saturday and Sunday 12.00 noon – 7.00 pm (during school term time only)
Commencement Date	30 January 2022
Classification	Education Support Officer Administration Stream Grade 2 Year 1
Responsible to	Chef

About Loreto

The Mission Statement for Loreto Schools of Australia states:

A vigorous belief in the capacity and responsibility of women to contribute significantly to society and to the church underlies the emphasis in our tradition on the education of girls.

It builds on Mary Ward's conviction that 'women in time to come will do much' and is inspired by her independence of spirit, her strength of mind, her tenacity and her courage in breaking new ground. Yet, for all her passion to redress an imbalance, her fundamental belief was that men and women alike found their deepest truth and ultimate value in God. There is still an urgent need today to recreate the vision of what it is to be fully human, for men as well as women. It is therefore our task to educate beyond the stereotypes. It is our hope that those involved in our schools will act freely, courageously and in a spirit of collaboration to affirm the dignity of each individual and to further the cause of human rights.

This is our vision: that Loreto schools offer a Catholic education which liberates, empowers and motivates students to use their individual gifts with confidence, creativity and generosity in loving and responsible service.

All Loreto schools in Australia share the same set of values: freedom, justice, sincerity, verity and felicity. These values are at the heart of our educational philosophy and shape our identity as a school.



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Position Overview

The position of Chef Weekend, under the direction of the Chef, will prepare and deliver nutritious and healthy meals and afternoon tea for the boarding students on weekends during school term.

Key Accountabilities	Responsibilities and Expectations
Working Effectively	<ul style="list-style-type: none"> • preparing afternoon tea, evening dinner, supper, as directed by the Chef, for the boarding students on weekends during school term time only; • ensuring that all food is prepared fresh and to a high standard as direction by the Chef; • assisting with kitchenhand duties; • ensuring that a high level of customer service is maintained at all times; • meeting regularly with the Chef to discuss menus; • engaging in reflective reviews with your line manager;
Mission and Ethos	<ul style="list-style-type: none"> • knowing, accepting, embodying, and developing the Loreto mission and values; • having a commitment to, and a clear understanding of, the ethos of a Catholic School and the Loreto charism of Mary Ward; • fully supporting the Catholic ethos by taking part in staff and student prayer, retreats, social justice activities and voluntary service; • role modelling Christian values in all dealings with students, staff and parents; • maintaining confidentiality at all times and demonstrating high professional standards within the College and community; • providing consistent public support both within and outside the College for school-wide policy initiatives and strategic plans; • supporting and upholding the College’s policies and procedures and the Child Safety Code of Conduct; • undertaking tasks including creating, collecting, maintaining, using, disclosing, duplicating and disposing of information including managing and using communication devices (email, internet, telephone, network) in accordance with the College’s policies, including Privacy Policy and Responsible Use of Technology Policy;



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Person Specification – Essential Criteria

Knowledge and Skills Required

- Experience in food handling practices
- Ability to meet meal requirements of boarding students
- Ability to cook a wide variety of meals to a high standard
- Ability to cook for large numbers maintaining a high standard
- Sound knowledge of, and a commitment to, food hygiene and WHS legislation

Personal Qualities

- Ability to work flexibly, co-operatively and collaboratively as a team member
- Possess a positive attitude to customer service and the ability to relate well to adolescent females
- Excellent communication and interpersonal skills that can be used effectively with staff, students and parents
- Highly developed time management skills
- Personal innovation and passion for quality food

Essential Qualifications

- Formal qualification equivalent to Certificate III in Commercial Cookery or be recognized as having equivalent competency
- Proficient in Microsoft suite of software



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Work Health and Safety

Teachers (including PORs), Non-teaching positions – WORKERS

This role is deemed to be a *Worker* under the South Australian Work Health and Safety (WHS) Act 2012.

As a *Worker*, while at work you must –

- take reasonable care for yourself and others in the workplace
- take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons
- comply, in so far as you are reasonably able, with any reasonable instruction given by the employer to allow the person to comply with the WHS Act
- cooperate with any reasonable policy or procedure of the employer relating to health or safety at the workplace that has been notified to workers
- do not bypass or misuse systems or equipment provided for any purpose
- report unsafe conditions or acts which come to your attention and address where possible. Notify your supervisor/manager of actual or potential WHS risks in your work area
- notify your supervisor/manager of incidents, injury and pain or discomfort following a work related injury/activity as soon as possible, preferably in the shift it occurs, but no later than 24 hours.

All workers are authorised to:

- stop any activity where there is imminent risk of harm to self or others and to the environment
- instruct others to stop a task considered to present a risk to health, safety and the environment
- raise and/or discuss health, safety, environment and quality matters with supervisors/managers or safety representatives where relevant
- notify a direct report and follow up on any health safety, environment and quality matters outside of one's ability or capacity to control
- escalate health, safety, environment and quality matters to an appropriate level

Accountability

Catholic Church Endowment Society Inc (CCES) utilises a number of accountability processes to assess performance relating to the implementation of management system responsibilities. These processes apply to all personnel and are performance based.

The key process may include:

- supervisory arrangements (in accordance with organisational and site management structures)
- system review and verification activities; and
- performance appraisals

Reference: Catholic Safety, Health Welfare South Australian, (12) v1



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Annual Review

An Annual Review is undertaken with your line manager to provide feedback and discussion for professional growth.

APPROVAL

Job Description Approved

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Print Name **Signature Principal or Delegate** **Date**

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Print Name **Signature Staff Member** **Date**

November 2021



Applications

Applications for the position of Chef Weekend should be addressed to:

Dr Nicole Archard
PRINCIPAL
Loreto College
316 Portrush Road
MARRYATVILLE SA 5068
recruit@loreto.sa.edu.au

Terms and Conditions

- All applicants will be required to undergo a federal police check. Please attach any relevant certificates to your application.

Included with your application

Please provide copies of the following documents:

- Address each of the Selection Criteria outlined in the position description.
- Your Curriculum Vitae
- The names, addresses and full contact details of three referees who may be approached.
- All applicants will be required to undergo a Working with Children check and undertake mandatory notification training and Basic Casualty Care. Please attach any relevant certificates to your application.
- Employment and commencement is subject to the provision of evidence of full vaccination against COVID-19 or the provision of a medical exemption endorsed by the Chief Public Health Officer in accordance with South Australia Government Emergency Management (Education and Early Childhood Settings) Direction 2021.

Closing Date

Applications, to be lodged via SEEK, close at 9.00 am on Friday, 3 December 2021



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