

Position Description

Cook at 'Back Creek' Rural Program

Purpose Statement

To faithfully serve and support all students, parents and staff of the Christian College Geelong community. This is to be achieved through the positive use of skills and talents to achieve the outcomes required and expected by the Christian College community. This act of service reflects the servant nature of Jesus as it is observed in his compassion and care of all people.

Overview:

Through its 'Back Creek' residential Rural Program, Christian College provides Year 9 students with a transformational opportunity during which they explore 'life beyond their comfort zone' and develop into more complete people as they learn a diversity of skills and meet the challenges of farm life. This position demands strong teaching skills, a high aptitude in building positive relationships and excellent management expertise.

Reporting to the Director of Back Creek, the Cook guides and teaches students to work and relate together in the Homestead kitchen. It is essential that the Cook be practical, organized, efficient and methodical. The Cook will direct and assist students in the preparation and presentation of healthy and nutritious meals for their peers and staff, with a 'Paddock to Plate' focus. A broad knowledge of nutrition, food preparation techniques and healthy food alternatives is essential to this position. The position of Cook also requires regular communication with the Back Creek Café Manager in Meredith, to ensure consistency in the development of skills and in seeking entrepreneurial opportunities in the food industry.

Notions integral to the 'Back Creek' experience:

Spiritual Notions

- The Bible is God's word and the source of all wisdom
- Every person is valuable and loved by God
- God wishes to have a relationship with each person
- God has a plan for each person's life
- Each student is encouraged to develop their own faith journey
- We are stewards of God's planet
- In our weakness and need, people discover God's strength, truth, and life

Teaching and Learning Notions:

Teaching and Learning in the 'Back Creek' program:

- Is hands-on and experiential
- Involves teamwork, initiative, and challenge
- Develops problem-solving skills, perseverance, and resilience
- Requires staff to help, serve, and care for others in our community
- Develops capacity to understand new thinking processes
- Helps others to think more deeply about important things, issues, and responsibilities
- Helps students to understand the "why" of things, not just the "what"

Staffing Notions

Staff employed to serve at 'Back Creek':

- Have a growing Christian faith
- Are teachable and flexible
- Understand and are passionate about the vision of the 'Back Creek' experience
- Are organised, reliable, friendly, and accountable
- Are loyal, professional and helpful
- Enjoy having fun, are compassionate and considerate of others needs before their own
- Are encouragers of others – students and staff

Duties: General

- Supervise, care, and teach students in their Chef work group, facilitating teamwork, and encouraging initiative
 - Develop and maintain strong class teaching pedagogy, specific to healthy meal preparation, with the students in your care
 - Use creativity and initiative to develop curricula and lesson plans which fully support the ethos and philosophical notions of the Christian College 'Back Creek' experience
 - Liaise with the Manager and students at the 'Back Creek Café' in development of skills, preparation of food and to set up entrepreneurial opportunities
 - Maintain high behavioural expectations and build positive relationships with students and other staff
 - Ensure the relationship between the teacher and the students remains positive, but professional, as per the Christian College Child Safe Standards
1. Teach the students in your 'Chef' work team the principles of healthy eating. Focusing on the impact of sugars, salt, preservatives and oils on health.
Performance Indicator:
 - Limit the use of sugar, salt and vegetable oils in cooking (with a goal of cooking for student consumption without them completely)
 - Prepare and design menus for meals/snacks using separate ingredients, fresh where available (no packet mix)
 - Include as much home grown produce as possible into meals/snacks
 - Limit the use of foods containing preservatives
 - Focus on the use of fresh foods and link with the market garden for produce
 2. Oversee the organization of meals for groups visiting 'Back Creek'
Performance Indicator:
 - Liaise with visiting coordinators and Director Back Creek regarding timing of visitation and food required
 - Prepare necessary food to cater for specified visiting numbers
 3. Work closely with the Director and the teaching staff, Homestead Operations Manager, to foster good student welfare and healthcare
Performance Indicator:
 - Ensure food allergies and medical advice is followed and catered for with all students and staff

- Ensure the correct protocols and policies are followed in the event of sick/injured students
 - Ensure that parent instructions for student medications are clearly recorded and administered
 - Administer appropriate medications correctly and on time
 - Build up a good rapport with students and follow-up student behaviour
4. Assist the Director and the teaching staff, Homestead Operations Manager with the day to day organisation and appropriate use of facilities
- Performance Indicator:
- The Kitchen is neat, clean and operates efficiently
 - The Homestead functions efficiently
 - All Cabins are tidy and function efficiently
 - The Cottage functions efficiently
5. Ensure that the standards of hygiene, cleanliness, and order are maintained
- Performance Indicator:
- Appropriate OH&S checklists are completed and Certification requirements met
 - All designated areas are regularly monitored and recorded
 - All designated areas are kept clean to the agreed standard
 - Any deficiencies are rectified promptly and pro-actively without requiring intervention by others
 - Be active in managing risks and hazards, along with safe practice
 - Ensure all kitchen tools and equipment are clean and used safely
6. Ensure that routines, checklists, and rosters are followed
- Performance Indicator:
- Regularly monitor that all systems are being followed accurately
 - Report on compliance and address non-compliance
7. Oversee work team responsibilities, chores, and recreation
- Performance Indicator:
- Orientate students each Monday into the 'Chefs' work team.
 - Ensure that students fulfil all daily/weekly requirements
 - Ensure students are working/playing safely
8. Record keeping and reporting on students
- Performance Indicator:
- Work group reporting completed at the end of each week
 - Student reporting completed within requested timeframe
 - Student reporting completed on standard reporting format (provided)
9. Assist in the development and delivery of Budgets in consultation with the Director of Back Creek.
- Performance Indicator:
- Budgets are met for each visiting Rural group at Back Creek

Behaviours:

The behaviours required of you whenever you are on duty representing Christian College (Back Creek) - whether on the Farm or off-Farm - can best be summarised as "***treating others as you would like them to treat you***".

Examples of expected behaviour are as follows, but are not limited to:

- Act with integrity at all times
- Be open and honest in all communication - students, staff and Director of Back Creek
- Respond promptly to communications
- Demonstrate respect to all students and staff
- Concerns or grievances are to be outworked following the College's grievance policy
- Treat all students and staff fairly
- Embrace change
- Be flexible, understanding that we are working in a dynamic environment involving a combination of teenagers with farmers, animals, vehicles and equipment
- Respect and follow all College/Farm policies and procedures
- Strive for excellence; take pride in what you do
- Go the 'extra mile' to enhance the students' experience
- Be punctual and well prepared
- Willingly assist in other areas when requested
- Embrace innovation and ongoing improvement
- Offer and receive feedback with a 'teachable' attitude
- Take the time to connect, listen and understand

Personal Qualities:

The Cook at 'Back Creek' should have demonstrated strength in the following areas:

- Dedication to the Christian College Philosophy, Vision and Strategic Goals for Teaching and Learning (available upon request)
- Heart to develop and foster the Christian College Values in all students and staff
- Sound Communication and organisational skills
- Strong Interpersonal and Intrapersonal relationship skills
- Knowledge and understanding of Adolescent education and behaviour
- Passion for food, preparation and presentation from 'paddock to plate'
- Growth Mindset
- A team player, able to collaborate with others
- Connect and relate to diverse age groups and cultures

Leadership Accountability

The position of 'Cook' reports directly to the Director of 'Back Creek'.

Advice and direction should also be taken from the Executive Director of Teaching and Learning, along with the broader Executive and College Leadership Team.