



**Catholic  
Education**  
Diocese of Cairns

*Learning with Faith and Vision*



## **Mount St Bernard College, Herberton**

### **Chef / Kitchen Manager**

**Fixed Term Term-Time Position**

**(41 weeks per year)**

**48 Hours Per Week**

**20 January 2020 to 20 January 2021**

**Applications Close: 5pm, Friday 29 November 2019**

Applications are invited from suitably qualified and experienced candidates for this position.

Intending applicants must:

- Be fully supportive of the ethos of Catholic Education;
- Be fully committed to creating and maintaining a child safe organisation;
- Be eligible for or hold a Working with Children Blue Card.

Catholic Education Services is an equal opportunity employer.



## 1. Complete Employment Application Form

Complete the attached Employment Application Form. Please notify your referees that you are applying for this position and ensure you have their consent to nominate them. It is the Applicant's responsibility to ensure all referee information provided is accurate and contact details are correct. A referee from your current or most recent line manager must be included.

## 2. Covering Letter (Maximum 2 Pages)

Provide a covering letter outlining your experience and reason for applying for this position.

## 3. CV/Resume (Maximum 2 Pages)

Provide a CV/Resume which includes:

- Education
- Employment history (position, organisation, employment dates)
- Professional memberships
- Professional Development (any other courses you have completed or are currently enrolled in)

## 4. Supporting Documentation

Provide supporting documentation which include:

- Qualifications and academic transcripts
- Practicum Reports (Graduate Teachers ONLY)
- Registration:
  - Working with Children Blue Card
  - Professional Membership

### QUICK TIP

Current employees are not required to provide supporting documentation.

## 5. Submit Application

Submit your application comprising of:

- Employment Application Form
- Covering Letter
- CV/Resume
- Supporting Documentation

### QUICK TIP

Do not bind/ place your application in a folder or submit original copies of documentation.

**Submit To:** Mr Ian Margetts  
Principal  
Mount St Bernard College, Herberton  
Ph: (07) 4096 1444  
Email: [imargetts@cns.catholic.edu.au](mailto:imargetts@cns.catholic.edu.au)

# Employment Application Form

Position Applied For:

## PERSONAL PARTICULARS

Title:                      Mr                      Mrs                      Ms                      Miss                      Other

SURNAME:

PREVIOUS SURNAME:

GIVEN NAMES:

PREFERRED NAME:

RESIDENTIAL ADDRESS:

POST CODE:

POSTAL ADDRESS:      AS ABOVE

POST CODE:

HOME PHONE:

MOBILE:

EMAIL:

RELIGION:

TEACHER APPLICANTS ONLY:

HAVE YOU OBTAINED OR WORKING TOWARDS QUALIFICATIONS IN RELIGIOUS EDUCATION?

## REFEREES

In order to make an informed decision on your suitability for the position, Catholic Education will require to speak to referees that you nominate. A referee is a person that can provide us with detail in respect to your work ethic, **safe guarding children**, experience and competency. Please list two referees, including a line manager in your most recent position. For teaching positions, you must include a line manager in your most recent education position, eg Principal. A Church Representative/Religious or Clergy reference is defined as a Parish Priest, Bishop or member of a religious order. We reserve the right to request an additional referee if we believe a person has not been fully forthcoming.

### Referee 1 (Line Manager)

Name:

Position:

Organisation:

Mobile:

Email:

### Referee 2 (Employer)

Name:

Position:

Organisation:

Mobile:

Email:

### Referee 3 (Church Representative)

Name:

Position:

Organisation:

Mobile:

Email:

### Referee 4 (Other Professional)

Name:

Position:

Organisation:

Mobile:

Email:

## EMPLOYMENT HEALTH DECLARATION

If you are successful in securing an interview with Catholic Education, you will be required to complete an Employment Health Declaration. The purpose of this declaration is to ensure that you are fully able to perform the inherent requirements of the role (with reasonable adjustments if required) and that you are not placed in an environment or given tasks that would result in risks to your health or safety.

## WORKING IN THE DIOCESE OF CAIRNS

The Catholic school system is an integral part of the Church. The Catholic Diocese of Cairns extends from Cardwell in the south, west to the Northern Territory border including the Atherton Tablelands, and north to gulf country, Cape York Peninsula and the Torres Strait Islands. With the exception of schools in Weipa, Cooktown and Thursday Island, all schools and colleges are within two hours driving time from Cairns.

Catholic Education Services is the Diocesan education office. Leadership and strategic management of the system of schools is the responsibility of the Executive Director of Catholic Education Services, who is the employer of all Catholic Education staff in the Diocese. Further information about Catholic Education in the Diocese of Cairns is available from the website: [www.cns.catholic.edu.au](http://www.cns.catholic.edu.au)

## EMPLOYMENT REQUIREMENTS

Any appointment to a teaching position with Catholic Education in the Diocese of Cairns is subject to the appointee demonstrating appropriate qualifications and registration with the Queensland College of Teachers Registration. Any appointment to a non-teaching position with Catholic Education in the Diocese of Cairns is subject to the appointee being eligible to apply for and obtaining a Working With Children Blue Card unless the appointee is a registered Health Practitioner performing within their professional area. For more information please visit [www.bluecard.qld.gov.au](http://www.bluecard.qld.gov.au).

Employment is conditional upon the appointee demonstrating eligibility of Working Rights in Australia.

**Catholic Education has zero tolerance for abuse.** All employees have a responsibility for promoting and safeguarding the wellbeing of children and young persons that they are responsible for or come into contact with.

Employment is conditional upon the acceptance of the Statement of Principles for Employment in Catholic Education and for teaching position the attainment of Accreditation to Teach Religion in a Catholic School. To view the Statement of Principles, visit [www.cns.catholic.edu.au](http://www.cns.catholic.edu.au) and click on Employment / Agreements, Schedules & Awards.

## EMPLOYMENT COLLECTION NOTICE

In submitting this application for employment you agree that you will not seek access to references provided by third parties or to confidential notes or reports made by us relating to your application for employment. We seek your agreement in this regard to ensure that referees are not inhibited from providing complete and accurate references as to your suitability for the position.

In applying for this position and submitting your application for employment you will be providing Catholic Education Services with personal information, for example your name, address and information contained in your resume. We will collect and record this information in order to assess your application. To view Catholic Education's Privacy Policy, visit [www.cns.catholic.edu.au](http://www.cns.catholic.edu.au) and click on About/Privacy. Your records will be kept on file for a three-month period only pending your employment within the Diocese.

## DECLARATION

*If submitting electronically, typing your name below denotes supplying your signature*

I agree to the conditions of the Employment Collection Notice. I understand that I have a duty to disclose sufficient information to enable a prospective employer to make a properly informed decision about my employment. I declare that the information I have provided in this application is true and correct at the time of submission. I have read, understood and accept that the Statement of Principles referred to above are contractual obligations underpinning employment with Catholic Education - Diocese of Cairns.

Signature:

Date:

Please indicate how you became aware of this vacancy:

CES Website

Facebook

Teacher on Net

SEEK

Catholic Jobs Online

Newspaper: Please specify:

Other: Please specify:

<b>POSITION TITLE:</b>	<b>Chef and Kitchen Manager</b>
<b>SECTION:</b>	<b>MOUNT ST BERNARD COLLEGE - HERBERTON</b>
<b>REPORTS TO:</b>	<b>Business Manager</b>
<b>CLASSIFICATION:</b>	<b>Salaried Position – Range \$84,471 to \$91,706</b>
<b>AUTHORISATION:</b>	<b>Executive Director</b>

## **CATHOLIC EDUCATION SERVICES – DIOCESE OF CAIRNS**

Catholic Education Services within the Diocese of Cairns comprises a group of twenty-six schools. There are nineteen primary schools, two Prep to Year 12 Colleges, and six secondary Colleges.

Leadership and strategic management of the system of schools is the responsibility of the Executive Director of Catholic Education. Through a team of professionals, the Executive Director manages and facilitates a number of significant and particular delegations which include:

- Support of the mission of the Church as delivered through Catholic education;
- Support of schools by providing services that strengthen school capacity;
- Provision of leadership and forward planning to develop organisational capability;
- Distribution to schools of government allocated funds and their accountability;
- Monitoring of quality of schools and compliance/accountability with requirements of governments, Church and parents;
- Within limits, provision of some centralised, specialised student services, where this is the most effective and efficient approach.

## **PURPOSE OF THE ROLE**

A full catering service is provided for boarders, including breakfast, lunch and dinner, together with morning and afternoon tea.

The Chef and Kitchen Manager maintains the smooth and efficient operations of the kitchen in line with Australian Standards. The Chef and Kitchen Manager manages the entirety of the kitchen operation and leads staff in compliance and professional learning training. Chef and Kitchen Manager leads the creation of interesting and nutritious meals for young people who are boarding along with residential and other staff. The Chef and Kitchen Manager coordinates and performs all tasks involved in preparation of selected food items in accordance with the menu. The Chef and Kitchen Manager must also be able to coordinate school-based functions during the year.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

***Typical duties performed may include, but are not limited to:***

1. Lead and manage the day-to day requirements of the kitchen including;
  1. Quality control
  2. Compliance
  3. Maintenance





4. Rostering
5. Budgeting
2. Plan menus in liaison with the Principal or Principal's delegate within the In-house Catering Specifications.
3. Train the team on various food preparations methods/efficiencies, presentation, consistency, and portion control
4. Prepare all food items in a sanitary and timely manner.
5. Produce and support staff to follow menus and recipes, portion controls, and presentation specifications.
6. Stay productive at all times and prepare for future needs as time allows.
7. Manage food/package inventory, purchasing, record keeping, and quality standards
8. Properly use and maintain all equipment.
9. Clean and maintain cooking areas in practicing good safety, sanitation and organizational skills.
10. Implement corrective actions to rectify breaches of food safety program.
11. Undertake the cleaning, sanitation, and organization of kitchen, walk-in cold room, freezers and all storage areas.
12. Ensure quality and safety of food by performing standard and any additional sanitary measures including sweeping of the floors, cleaning of surfaces, as well as proper covering and storage of food items according to standards and procedures.
13. Follow proper reporting procedures for accidents and incidents to ensure follow-up and prevention.
14. Adhere to all Australian Food Standards regulations including blood borne pathogens, infection control, use of hazardous materials and fire safety.
15. Attends all scheduled employee meetings and brings suggestions for improvement.
16. Supervise all kitchen staff.
17. Advise and assist teaching staff with the development and presentation of cooking classes for young people.
18. Maintain appropriate behaviours when engaging with children.
19. Performs other related duties as required.
20. Flexibility and availability to accommodate evening and weekend events.

### GENUINE OCCUPATIONAL REQUIREMENTS

- Accountable and responsible for ensuring professional behaviour of self and staff
- Facilitate the prevention of child harm by recognising and responding appropriately Ability to cope with own emotions and behaviour effectively
- Ability to comply with legislation and professional regulations to reduce the risk of harm to self and others
- Ability to maintain an appropriate level of confidentiality
- Ability to communicate in English both verbally and in writing to meet necessary standards with respect to clarity, accuracy and professionalism appropriate to the position
- Ability to locate appropriate and relevant information from multiple sources and convey, integrate and implement knowledge in practice
- Ability to prioritise workloads and manage multiple tasks with competing timelines
- Ability to accept responsibility for own work
- Competent use of digital technologies necessary to demonstrate the required range of skills and tasks

#### Physical requirements of the position:

- Work is normally performed in a typical interior environment
- Manoeuvring within the kitchen and school environment appropriate to the position



- Work environment involves exposure to potentially dangerous materials and situations that requires following safety precautions and may involve the use of protective equipment
- Work environment involves the use of tools, machinery and other equipment that requires following safety precautions and may involve the use of protective equipment

## MANDATORY QUALIFICATIONS AND REQUIREMENTS

- Certificate IV in Commercial Cookery
- 5 years industry experience
- Current Working with Children Suitability Card or eligibility
- Current Queensland driver licence
- Appropriate qualifications or demonstrated capabilities and experience relevant to the position may be required or such knowledge, qualifications and experience that are deemed by the employer as necessary to successfully carry out the duties of the position
- A strong demonstrated commitment to the objectives, vision and ethos of Catholic Education

## SELECTION CRITERIA

It should be noted that the criteria are listed in general order of priority only. The selection panel may choose to weight the relative importance of each criterion at their discretion.

S.C. 1 Demonstrated ability to maintain a high standard in preparation, ordering, storage and food handling.

S.C. 2 Demonstrated ability to plan menus and manage a food service budget.

S.C. 3 Ability to contribute to a safe and supportive environment for young people and staff.

S.C. 4 Demonstrated ability to work as a member of a team.

S.C. 5 Ability to work with teaching staff and young people in hospitality and cooking classes.

S.C.6 Demonstrated ability to follow procedures and policies associated with a commercial kitchen.

S.C.7 Demonstrated time management skills with the ability to organise allocated duties effectively

S.C.8 Display personal attributes of honesty, loyalty, initiative, maturity, flexibility, common sense, punctuality and the ability to make effective decisions and take direction.

## RELATED DOCUMENTS

- Statement of Principles for Employment in Catholic Education
- Code of Conduct for Employees of Catholic Education
- Catholic Employing Authorities Single Enterprise Collective Agreement Diocesan Schools of Queensland 2015-2019

## ADDITIONAL INFORMATION

The incumbent will need:

- A commitment to the mission and objectives of Mount St Bernard College and Catholic Education in the Diocese of Cairns
- A knowledge of the Catholic Education context and an appreciation for Catholic Education issues.



## EMPLOYEE ACCEPTANCE

The employee's signature signifies an understanding and acceptance that the content contained herein and forms an integral part of their employment terms and conditions.

I have read and acknowledge receipt of this Position Description:

**Employee Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_