

FOOD COORDINATOR

POSITION:	Childcare Service Food Coordinator
REPORTS TO:	Coordinator

RESPONSIBILITIES

GENERAL

- Comply with all relevant legislation, early childhood regulations and all policies, procedures and work guidelines issued by the service.
- Maintain the health and safety of themselves and others at all times.
- Support the induction process when required.
- Source and convey accurate information as requested by supervisor in a timely manner.
- Demonstrate the ability to read food nutritional panels and ingredients lists on products.
- Demonstrate an understanding of special dietary requirements relating to allergies, intolerance, cultural beliefs and medical conditions.

MENU PLANNING AND FOOD PREPARATION

- Prepare and cook nutritious meals that are culturally appropriate for children 0-6 years.
- Prepare meals and snacks in a timely manner that fits the Service's routines.
- To work with the Coordinator and staff to plan and prepare meals for the children including lunch, morning tea, taking into consideration;
 - Nutritional requirements of the age group
 - Cultural and religious differences
 - Additional dietary and/or medical needs of the individual child
 - Special needs of the 0 - 2 year olds
 - The labour, facilities and financial resources available
- Provide for/or supplement alternative foods/beverages for children with allergies or special food/dietary requirements.
- Demonstrate a high level of understanding regarding food handling and cross-contamination risks when preparing food for allergies and intolerances.

- Have knowledge and understanding of the nutritional standards set by the Australian Food and Beverage classification system.
- Ensure that all food is stored in compliance with Health Regulations.
- Ensure all food is heated and cooled in compliance with Health Regulations.
- Evaluate the menu on a regular basis.
- Display menu in a well-presented manner making sure that the current menu for 2 weeks is always available or families to see.
- Seek feedback from families and staff members regarding the meals provided and adjust future menus incorporating ideas received.
- Operate mixers, ovens, choppers, shredders, steamers, grills, grinders, steam kettles, fry kettles, and other food equipment.
- Adjust recipes to the demand of different volumes.

PURCHASING STOCK

- Assist with the purchasing of food and supplies with the Coordinator.
- Be aware of, and assist in the management of the food budget including the choices of food and use of purchases.
- To keep records of receipts, packing slips and order forms.
- Source quality and seasonal (where possible) stock that is of nutritional value for our children.

MAINTENANCE

- To follow the daily routine of the kitchen as displayed.
- To ensure fridges and stove are regularly cleaned.
- To ensure adequate cleaning supplies are kept in the kitchen in a locked cupboard: i.e. Dishwashing liquid, antibacterial sprays etc.
- To ensure all serving trays are cleaned after each meal/snack.
- To ensure the range hood fan is kept clean and free from dust and dirt.

HOUSE KEEPING

- To maintain sanitary and inviting kitchen workspaces and eating areas at all times.
- Regularly empty bins to deter insects and vermin.
- Ensure food handling standards and quality guidelines are adhered to at all times.
- To promote high quality health and safety for adults and children.
- To perform laundry duties in relation to kitchen articles and assist in other laundry duties of the Service.
- Complete and file all checklists to ensure that proof of compliance is being maintained.
- Ensure that all appliances are cleaned after each and every use.
- Ensure all serving trolleys and trays are cleaned after each and every use.

- Ensure that all chemicals in the kitchen are stored in compliance with WHS guidelines.
- Check menu for the next day and ensure meat is transferred to the fridge for thawing if required and supplies necessary to fulfill the menu are available.

I have received, reviewed and understand the responsibilities as the Food Coordinator. I also acknowledge that I am responsible for the satisfactory execution of these responsibilities and will adhere to all requirements as set out in the Job Description.			
EMPLOYEE NAME		DATE	
EMPLOYEE SIGNATURE			

COORDINATOR NAME		DATE	
COORDINATOR SIGNATURE			