

YMCA POSITION DESCRIPTION - CAMP COOK

Position Title	Camp Cook		
Group	Outdoor Education and Recreation		
Modern Award:	Hospitality Industry General Award 2010		
Classification Level:	Level 3		
Position Status	Casual	Child Facing Role	Blue Card Required
		✓	✗
Safeguarding Classification	Child Facing Position (CF)		
Employment Screening	National Police Check		
Reports to:	Camp Manager, or other person, who may, from time to time, be appointed		
Supervises:	N/A		

Industry Sector

The YMCA believes that camping is a journey, fostering a culture of respect for self, respect for others and respect for the environment. Camping is all about challenge, experience, independence, making memories and lifelong friends. The YMCA of Brisbane currently manages three camp sites throughout South-East Queensland. Our programs and activities are aligned with the YMCA mission, to provide opportunities for all people to grow in body, mind and spirit.

Position Summary

This position is responsible for providing nutritious meals for campers and staff during camp programs, preparing meals for special diets, ordering food and cleaning/ organizing kitchen and appliances. In addition, this position is responsible for general cleaning and maintaining meal records.

Duties and Responsibilities

1. Offer friendly and professional service to guests;
2. Organise and prepare quality meals and service, as directed by the Camp Manager (or other nominated person);
3. Order and receive stock, on an 'as required' basis and ensure adequate stock control and reporting measures are in place;
4. Maintain kitchen within the local health guidelines, cleanliness etc.;
5. Monitor quality control of food preparation and report any variation to it;
6. Ensure all kitchen hands offer a friendly and professional service;
7. Assist in the development and maintenance of a risk management plan for the kitchen and dining room areas;
8. Explain meal and wash up routine to guests;
9. Ensure all staff adhere to statutory guidelines i.e. hours worked, meal breaks etc.;
10. Monitor catering operations and suggest changes to increase efficiency and output.

Safeguarding Children

1. SAFEGUARDING CHILDREN REQUIREMENTS

The status for your position as either child-facing or non-child-facing is outlined on page one of your position description. The YMCA has requirements for both child-facing and non-child-facing roles which are indicated below.

Child-Facing Roles

- 1.1 Declare anything you become aware of through the course of your engagement with the YMCA which a reasonable person would consider could impede your suitability to have contact with children and young people;

- 1.2 Act as an extended guardian towards children and young people where you have interactions and at all times take reasonable steps to prevent abuse and neglect;
- 1.3 Adhere to all policies and procedures relating to safeguarding children and young people and the Safeguarding code of conduct;
- 1.4 Update your details whenever these change, with the relevant department administering the working with children check or equivalent in your state/ territory of residence, as required by applicable laws;
- 1.5 Complete a Working with Children Check (Blue Card) prior to commencement and maintain currency throughout employment;
- 1.6 Complete a National and/or International Police Check prior to employment and at the discretion of the YMCA;
- 1.7 Report any suspicions, concerns, allegations or disclosures of alleged child abuse/ neglect in line with procedures;
- 1.8 Participate in safeguarding children and young people training as directed;

Non-Child-Facing Roles

- 1.9 Participate in safeguarding children and young people training as directed
- 1.10 Use standardised methods for receiving and responding to feedback and complaints from children, young people and their families;
- 1.11 Any new program initiatives are to include consultation with children and young people, using standardised practices and resources;
- 1.12 Maintain a working knowledge of policies and procedures relating to safeguarding children and young people;
- 1.13 Attend any other training legally mandated by your role in relation to safeguarding children and young people;
- 1.14 Actively promote cultural safety for children and young people from CALD, ATSI, LGBTQIA+ communities and those with disabilities.

General

2. GENERAL REQUIREMENTS

- 2.1 Support the management of a workplace that supports diversity including gender, cultural and generational diversity; provide equal employment opportunity and foster a respectful, inclusive workplace;
- 2.2 Comply with all Policies and procedures
- 2.3 Maintain confidentiality of all YMCA information, records and files;
- 2.4 Complete the YMCA Induction and other required training as required by organisational policy and procedures;
- 2.5 Uphold, promote and comply with the policies, mission and values of the YMCA;
- 2.6 Any other duties as determined by the Chief Executive Officer as required.

Health and Safety

3. WHS RESPONSIBILITIES FOR ALL EMPLOYEES / VOLUNTEERS

- 3.1 Take reasonable care to ensure their own safety and health and that of others, and to abide by their duty of care provided for in the legislation;
- 3.2 Be familiar with the YMCA WHS Policy and other health and safety policies, procedures and requirements;
- 3.3 Accept responsibility and accountability for compliance and cooperation with all WHS policies, procedures and practices established by the YMCA;
- 3.4 Report all hazards, near-misses, incidents and injuries in accordance with organisation policy and procedures;
- 3.5 Wear appropriate clothing, footwear and protective equipment for the work performed and work environment;
- 3.6 Properly use equipment, including any relevant safety equipment or devices;
- 3.7 Participate in discussions and consultation on the management and resolution of WHS risks;
- 3.8 Accurately complete all required WHS documentation relevant to position and work activities being undertaken
- 3.9 Continually monitor the workplace for hazards so as to minimize the risk to both customers and staff;
- 3.10 Make suggestions for improvements to health and safety practices within the workplace;
- 3.11 Take reasonable care for your own health and safety and that acts or omissions do not adversely affect the health and safety of others;
- 3.12 Comply with any reasonable instruction that is given by the YMCA for ensuring health and safety.



Key Physical Requirements

1. Walking / standing – Constant
2. Sitting – Occasional
3. Squatting/ bending/kneeling – Frequent
4. Working outdoors – Occasional
5. Fine motor skills (keying, typing) – Occasional
6. Gross motor skills (e.g. setting up, packing up) – Frequent
7. Lifting/carrying up to 10kg – Frequent

(Key = Occasional 1-33%, Frequent 34-66%, Constant 67-100%)

Position Requirements / Selection Criteria

1. Trade qualifications or equivalent relevant industry experience;
2. Hold a First Aid and current CPR qualification;
3. Maintain up-to-date knowledge of industry best work practices;
4. Exceptional customer focus and service skills and proven ability to develop and manage customer relationships;
5. Strong organisational and time management skills; ability to multi-task;
6. Willing and able to work flexible hours as determined by business requirements;
7. Currently possess, or be willing to obtain a Police Check Certificate;
8. Achievement of YMCA's Safeguarding Children Training Certificate and complete annual refresher training.

Approval

Date Position Description Revised:	July 2019
Position Description approved by:	Chief Executive Officer
Date of Approval:	

