

## Position Description

### Trade Skills Centre (TSC) Cook

#### College Overview

Mueller College is a ministry of [Mueller Community Church](#). The College was established in 1990 as a Christian, coeducational day school. Mueller caters for students from a range of backgrounds, with an enrolment of approximately 1800 students from Prep-Year 12.

*The aim of Mueller College is to prepare its students for life in the world and eternity by applying Biblical principles through excellent education in a distinctly Christian environment.*

One of the strengths of Mueller is the committed and dedicated Christian staff. All staff are committed to both professional and spiritual development, which is part of the weekly schedule for all.

<b>Position</b>	Trade Skills Centre (TSC) Cook
<b>Type of Employment</b>	As per contract
<b>Position Reports to</b>	TSC Manager
<b>Agreement/Award</b>	Mueller Community Church: Mueller College Limited Employee Collective Agreement 2022-2024
<b>Position Reviewed</b>	January 2024
<b>Inherent Requirements</b>	<p>As a pastoral worker of Mueller Community Church (MCC), all staff of Mueller College, regardless of role, are required to conduct themselves, in the course of employment, consistently with the Christian doctrines, tenets, beliefs and teachings of the College.</p> <p>As a Christian community, staff are required to regularly and frequently attend a Christian church and to regularly and frequently support staff devotions, growth groups, prayer sessions and Mueller College church services.</p> <p>It is expected that Christian qualities be lived out and exhibited daily, thus providing a specifically Christian role model and example to all the families associated with the College.</p> <p>It is a genuine occupational requirement of Mueller College that staff members must not act in a way that they know, or ought reasonably to know, is contrary to the religious beliefs of MCC/Mueller College.</p>

<b>General Description of the Position</b>	<p>The Trade Skills Centre Cook supports the day-to-day operation of the TSC and food service on campus including food preparation for the College Tuckshop.</p>
<b>Specific Duties and Responsibilities</b>	<p><b><i>Tuckshop &amp; Cafe Operations</i></b></p> <ul style="list-style-type: none"> <li>• Preparation of food for the College Tuckshop and Hudsons cafe.</li> <li>• Meet deadlines for food preparation to ensure morning tea and lunch is provided to students.</li> <li>• Assist in College functions and events.</li> <li>• Deliver food to the College Tuckshop.</li> <li>• Unpack and ensure adequate food is provided to the College Tuckshop.</li> <li>• Operate the POS system in the Tuckshop.</li> </ul> <p><b><i>Comply with Safe Food Handling and Workplace Health and Safety Policies and Procedures</i></b></p> <ul style="list-style-type: none"> <li>• At all times adhere to health and safety regulations and guidelines relating to the safe handling, storage, and preparation of food.</li> <li>• Daily cleaning and tidying of the Tuckshop and Hudsons in accordance with College procedures and industry standards.</li> <li>• Maintain the health, safety, and welfare of self and others in the Tuckshop and Hudsons, including customers and team members.</li> <li>• Assist with maintaining the Tuckshop and Hudsons, including own designated workspace, in an orderly, neat, hygienic, and safe condition at all times.</li> <li>• Immediately report all hazards, potential hazards, incidents, and accidents in accordance with College WHS policies and procedures.</li> <li>• Use equipment provided in manufacturers' intended way, without modification, to ensure safety is maintained.</li> <li>• Follow reasonable instruction given by the College in relation to health and safety at work.</li> </ul>

<b>Person Specification</b>	<ul style="list-style-type: none"> <li>• Personal commitment to Christian faith and belief in the Bible, consistent with the <a href="#">Mueller College Statement of Faith</a>.</li> <li>• Be in regular fellowship and good standing with a local Christian church.</li> <li>• Understanding of and willingness to contribute to the mission of Mueller College.</li> <li>• Excellent interpersonal, verbal, and written communication skills.</li> <li>• Ability to positively contribute to the work of a team.</li> <li>• Capacity to work independently under pressure and meet deadlines.</li> <li>• Possesses a strong work ethic and willingness to serve.</li> <li>• Acts as a role model for students through genuine care for, and rapport with, them as image bearers and learners.</li> <li>• Knowledge of food safety standards and current hygiene practices.</li> </ul>
<b>Essential Qualifications and/or Experience</b>	<ul style="list-style-type: none"> <li>• Certificate II in Cookery or Certificate II in Kitchen Operations is an advantage.</li> <li>• Customer service experience.</li> <li>• Employment ('Paid') Working with Children Check (blue card).</li> <li>• Level II First Aid training.</li> </ul>

Manual Handling Tasks for this Position	Lifting	20%	}	Food preparation
	Bending	10%		Cooking
	Twisting	15%		Serving customers
	Pushing	15%		Lifting boxes
	Squatting	5%		Sweeping floors
	Kneeling	5%		Mopping
	Reaching out	20%		Emptying bins
	Reaching up	10%		General cleaning

<p><b>Child Protection</b></p>	<p>Mueller College is committed to the safety and wellbeing of its students. All employees, contractors, volunteers and people undertaking work experience or vocational placements at Mueller College must abide by the <a href="#">College's Child Protection Policy</a>.</p> <p>Although registered teachers have duty of care for the direct supervision of children in a school setting, as a designated worker with children, you are also expected to understand child safe practices and demonstrate appropriate behaviours when engaging with children.</p> <p>Support staff are subject to the conditions of the Working with Children Check (<a href="#">Blue Card Services</a>).</p>
<p><b>Position Review</b></p>	<p>All employees recognise and accept that multi-skilling is an essential component of employment and that they may be required to undertake duties that are outside their normal position description but within their skills, competency, and capability.</p> <p>Given the dynamic environment in which the College operates, the Executive Director (or delegate) may reasonably alter the roles and responsibilities of this position at his discretion to serve the needs of the College most effectively.</p> <p>This Position Description is subject to periodic review.</p>