



Cook

Job No: TCE600 Location: Gumburu Environmental Education Centre

Position: Cook

Salary Range: \$51,894 - \$53,809 pending experience

Classification: Full Time, Permanent

Commencing: Monday, 18th January 2021

Closing Date: Friday, 13th November 2020

The Gumburu Environmental Education Centre (<https://www.gumburu.tsv.catholic.edu.au/>) is located in the World Heritage Listed Paluma rainforest, approximately 90 minutes drive north of the city of Townsville. The centre is owned and operated by the Townsville Catholic Education Office and was originally established to accommodate school and Church groups for retreats and environmental education.

Since it opened in 1995, more than 45 000 people have experienced the tranquility of Gumburu, with its educational, spiritual and creational opportunities. Paluma is a mountain-top village nestled in the heart of prolific rainforest with spectacular geological features and fascinating flora and fauna.

The Gumburu Environmental Education Centre is seeking a dedicated and enthusiastic **Cook** to join the team. This role is a **Full Time, Permanent** position and will commence on **Monday, 18th January 2021**.

About the role

The role of the Cook is to ensure the preparation/cooking and serving of varied and nutritious meals for students, visitors and staff at the Centre. The Cook will be required to recognise the individual needs of the visitors as they arise from time to time.

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

- Effective safe and hygienic management of the kitchen facility
- Purchase of provisions and supplies
- Provision of sufficient quantities of food for visitors/client groups to Gumburu
- Establish, promote and maintain hygienic operations and practices within the kitchen/dining area/s
- Preparation of rosters, menus and food/perishables orders
- Prepare menus including costing allocation
- Order and collect stock ensuring a commitment to timeframes and priorities
- Liaise with the Centre Manager to prepare staff roster
- Liaise with suppliers regarding provisions and order
- Provide regular feedback to the Centre Manager regarding quality of service and provisions provided by suppliers and costs of same
- Handle food and prepare meals in an hygienic and safe manner
- Maintain the use of kitchen equipment and utensils in an hygienic and safe manner
- Monitor the use of kitchen equipment and notify the Centre Manager if equipment needs replacing, repairing or removing
- Serve meals to client groups, wash up cooking utensils and implements, dispose of scraps and clean kitchen surfaces
- Clean and maintain food preparation surfaces, stoves and ovens, pantry and kitchen shelving, and shelving in refrigerator and freezer units in accordance with Centre cleaning schedule
- Demonstrate safe and effective use of kitchen equipment to staff and provide training in its use if required
- Ensure food storage is appropriate, hygienic and in accordance with the standards outlined by health controlling authorities within relevant legislation and regulations
- Supervise the preparation of offsite provisions and the preparation of suitable containers, menus and storage procedures
- Train staff and visiting groups in operations and procedures of kitchen and dining hall
- Undertake financial reconciliations of purchases monthly with Centre Manager
- Assist the Centre Manager with recruitment and selection processes if required
- Assist with other facility cleaning/general duties where required
- Any other tasks as reasonably directed

About you

Experience

- Experience with cooking within the Catering Industry, preferably with experience in environments similar to residential facilities
- Ability to organise and prioritise a range of tasks and set priorities to meet deadlines in a busy environment
- Ability to work independently and also with others to contribute to effective team outcomes
- Ability to follow safety precautions that may involve the use of protective equipment where work environment involves exposure to potentially dangerous materials, machinery, use of tools and other equipment.

Skills

- Knowledge of Material Safety Data Sheets (MSDS) register
- Competent in the use/maintenance of equipment typically found in a commercial kitchen including deep fryers and combi ovens

- Manoeuvring within the EEC – demonstrating agility and adherence to manual handling techniques
- Knowledge of Workplace Health and Safety protocols.
- Knowledge of good nutrition and tasty meals

Attributes

- Enthusiastic, energetic, flexible with a proactive attitude
- Flexible and responsive to the needs of the EEC and driven to achieve the best outcomes
- Ability to accept responsibility for own work

Mandatory Criteria

- Current Working with Children Suitability Card - The successful candidate will require a paid Blue Card before commencement as per the No Card, No Start policy developed by Queensland Government.
- Current Food Handling Certificate
- Current Driver's Licence
- Ability to travel from time to time within the Catholic Diocese of Townsville
- Ability to perform the physical requirements of the role in a safe manner.

Desirable Criteria

- Experience in a hygiene-controlled environment
- Knowledge of food hygiene control and best practice processes in a kitchen environment
- A current First Aid Certificate.

What we offer

- Competitive Salary Range: \$51,894 - \$53,809 pending experience
- Modern facilities, equipment and resources
- Superannuation up to 12.75% employer contribution(in a co-contribution arrangement)
- Access to long service leave after 7 years of continuous service
- Up to 14 Weeks' paid parental leave
- Corporate health insurance
- Thorough and professional induction

Please see **Position Description** (<https://applynow.net.au/jobs/TCE600/assets/14533835>) for further information about this position.

How to apply

- Complete the **application form**
- Attach your **current resume** including contact details (phone and email) of **two professional referees**, with one of these referees being your **current employer or line manager**
- Complete a **covering letter** outlining your suitability for the position you are applying for.

Applications close 4pm Friday, 13th November 2020.

Apply Now

Apply Now

or

[Apply with](https://www.seek.com.au/api/iam/oauth2/authorize?client_id=EmployOff3PU&redirect_uri=https%3A%2F%2Fapplynow.net.au%2Foauth2%2Fcallback&response_type=code&scope=r_profile_apply&state=222848) ([https://www.seek.com.au/api/iam/oauth2/authorize?](https://www.seek.com.au/api/iam/oauth2/authorize?client_id=EmployOff3PU&redirect_uri=https%3A%2F%2Fapplynow.net.au%2Foauth2%2Fcallback&response_type=code&scope=r_profile_apply&state=222848)

[client_id=EmployOff3PU&redirect_uri=https%3A%2F%2Fapplynow.net.au%2Foauth2%2Fcallback&response_type=code&scope=r_profile_apply&state=222848](https://www.seek.com.au/api/iam/oauth2/authorize?client_id=EmployOff3PU&redirect_uri=https%3A%2F%2Fapplynow.net.au%2Foauth2%2Fcallback&response_type=code&scope=r_profile_apply&state=222848))

Allows you to pre-fill the application using your SEEK profile information and resumé

Personal Details

* Required field

First name* (required)	Last name* (required)
<input type="text"/>	<input type="text"/>
E-mail* (required)	Phone* (required)
<input type="text"/>	<input type="text"/>
Street* (required)	Street Cont.
<input type="text"/>	<input type="text"/>
City, Town or Suburb* (required)	Postcode or Zipcode* (required)
<input type="text"/>	<input type="text"/>
Country* (required)	State, Region or Province* (required)
<input type="text" value="Please choose..."/>	<input type="text" value="Please choose..."/>

Questions

1. Townsville Catholic Education is committed to promoting and protecting the rights, interests and wellbeing of children. Employees that work with children and young people will be required to apply for a Working With Children Check-Blue Card, which involves a check of national criminal history (including all spent convictions, pending and non-conviction charges), and other disciplinary and police information.* (required)

I acknowledge that I may be required to apply for a Blue Card at my expense if I am employed by TCE.

2. Do you hold a current paid or volunteer Working with Children Suitability Card?* (required)

- Yes
 No

3. Have you previously worked for Townsville Catholic Education Office?* (required)

4. Qualifications

Please list relevant qualifications (completed or currently undertaking) in the following format: Qualification, Institution, Date completed or scheduled to complete

5. Diversity

Do you identify as an Aboriginal and/or Torres Strait Islander person?

- Yes
 No

6. Your work rights

Please choose one: * (required)

- I am an Australian citizen
 I am a permanent resident of Australia or NZ citizen who has entered Australia on a valid passport
 I am a non citizen with a valid visa that provides work rights and I consent to this being verified
 Other

7. Criminal convictions

The Criminal Law (*Rehabilitation of Offenders*) Act 1986 outlines at section 9A the requirement to disclose convictions where application is being made for specified positions.

Have you been convicted, found guilty or otherwise had any criminal offence proven against you?* (required)

- Yes
 No

8. Have you been charged with any criminal offence which is not yet before a court, or yet to be fully determined by a court or still pending before a court?* (required)

- Yes
 No

9. If you answered Yes, please provide details

10. Work Health & Safety

It is important for us to ensure that your health and safety is protected in the workplace. Are there any specific health problems, pre-existing illness or injury which may impact on your ability to safely perform the inherent (essential) requirements of the position you are making application for?* (required)

- Yes
 No

11. If you answered Yes, please provide details

12. Some employees may be subject to pre-employment medical assessments during the selection process. Depending on the nature of the role, it may be necessary for successful applicants to be immunised against certain preventable diseases in order to minimise the risk of transmission. Do you consent?* (required)

- Yes
 No

13. Declaration:

I declare that the statements made by me in this application are true, complete and correct. I understand that a false statement, omission or dishonest answer to any questions may be grounds for my application being discontinued or may result in termination of employment.* (required)

- Yes
 No

APPLY

Townsville Catholic Education acknowledges the Traditional Custodians of Country throughout Australia. We pay our respects to Elders past, present and future.

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