



Kitchen Hand / Cook

We are seeking a reliable and dedicated Kitchen Hand/ Cook to join our team.

The successful applicant will assist in the preparation and service of nutritious, quality meals for students while maintaining a clean, safe, and efficient kitchen environment. They will demonstrate sound food preparation skills, a strong commitment to food safety and hygiene standards, and the ability to work collaboratively as part of a team to ensure the timely and consistent delivery of meals.

Position Description

Position Title:	Kitchen Hand/ Cook
Responsible to:	The Principal
Reports to:	Head of Department - Catering
Key Stakeholders:	• The Head of Catering Department • The Catering Team • Boarding Staff • Boarding Students and Day Students • Teachers and Professional Staff
Position Purpose:	The Cook plays an important role in delivering high-quality catering services across Calrossy Anglican School. This position is responsible for preparing and serving nutritious, appealing meals for students, staff and visitors while maintaining the highest standards of food safety, hygiene and customer service.
Duties & Responsibilities:	Ethos • Actively support and promote the Christian ethos of Calrossy in a manner that is inclusive and sensitive to the life experiences of students, parents, and staff. • At all times promote the School's Christian values in a practical and accessible way that promotes our mission to provide excellence in a Christian environment. • Support the School's core values of Selflessness, Inclusiveness, Resilience and Integrity. Food Preparation and Service • Prepare, cook and present nutritious meals for students, staff and visitors. • Prepare meals in accordance with approved menus and recipes. • Prepare food that meets special dietary requirements and allergy management plans. • Bake cakes, biscuits and other items for morning and afternoon teas. • Prepare packed meals for excursions and special events. • Ensure meals are presented to a consistently high standard. Food Safety and Quality • Maintain safe food handling practices in accordance with Food Standards Australia New Zealand (FSANZ) requirements and School procedures. • Identify and monitor critical control points during food preparation. • Ensure all food is stored, labelled and rotated correctly. • Maintain accurate food safety records where required. • Maintain a clean, organised and hygienic kitchen environment. • Operate kitchen equipment safely and report faults promptly. • Assist with stock rotation and replenishment of dry goods. • Store food appropriately at the completion of each shift. Kitchen Operations • Minimise food waste through efficient preparation and storage practices. • Deliver meals to boarding houses and other School locations as required. • Assist with cleaning duties in the kitchen and dining areas. • Carry out kitchen laundry duties as required. • Assist with catering for School functions and special events.

	Teamwork and Communication • Work collaboratively with the Catering Team to ensure efficient service delivery. • Participate in team meetings and workplace training. • Share ideas that contribute to continuous improvement within the department. • Maintain positive working relationships with colleagues, students, staff and visitors. • Promptly report maintenance issues, hazards or operational concerns to the Head of Department. Other Duties • Undertake other duties consistent with the position as directed by the Principal or their delegate.	
Qualifications, Skills & Experience:	• Certificate III in Commercial Cookery or relevant qualification, or equivalent kitchen experience. • Food Handling Certificate. • Current Class C Driver Licence. • Experience cooking in a commercial kitchen. • Demonstrated knowledge of food safety legislation and hygienic food handling practices. • Ability to prepare meals for large groups while maintaining high-quality standards. • Experience preparing meals for people with specialised dietary requirements.	
Health, Safety & Wellbeing:	In accordance with the Workplace Health & Safety Act 2021, Employees must: • While at work take reasonable care for their own health and safety • Take reasonable care for the health and safety of others • Comply with any reasonable instruction from Calrossy • Follow defined WH&S policies and procedures of the school	
Selection Criteria	<i>These selection criteria will form the basis to assess applicants for short-listing and determine the successful candidate:</i> 1. Demonstrated experience cooking in a commercial kitchen and the ability to prepare meals for large groups while maintaining quality standards and meeting special dietary requirements. 2. Applied knowledge of food safety legislation and HACCP principles and demonstrated capacity to comply with food safety procedures. 3. Demonstrated ability to work effectively as part of a team to support the timely and consistent delivery of quality meals. 4. Ability to model the Christian ethos and demonstrate the school values of Integrity, Inclusiveness, Resilience and Integrity.	
Conditions of Employment:	Industrial Instrument	Independent Schools NSW (Professional and Operational Staff) Cooperative Multi-Enterprise Agreement 2025
	Work Type	Permanent/ temporary Full-Time / Part-Time
	Days and Hours of Work	Monday to Sunday (As per roster)
	Classification	School Operational Services Employee – Level 3
	Salary	\$67,716 - \$72,724
	Location	Brisbane Street Campus, William Cowper Campus and Simpson House
Campuses:	Brisbane Street Campus (Senior 10-12 and Boarding) 140 Brisbane Street PO Box 1245 Tamworth NSW 2340 William Cowper Campus (Junior P-6 & Middle 7-9) 242 Moore Creek Road Tamworth 2340	