

Mt Eliza Primary School

Kitchen Garden Cooking Specialist

The position of Kitchen Garden Cooking Specialist is currently being offered for a start on the 15th July, 2019 to the 26th June, 2020. The job is for 2 days (7.6 hours each day) – Wednesday and Thursday/Thursday and Friday. Applications close on Wednesday, 15th May, 2019. For further details and the opportunity to apply for the position you will need to access the Department of Education and Training's Recruitment Online website @ <http://www.education.vic.gov.au/hrweb/careers/pages/advacssch.aspx> and follow the links to the help and search pages.

The role of the Kitchen Garden Cooking Specialist Kitchen is important in ensuring our school successfully implements the Stephanie Alexander Kitchen Garden Program that fosters children's love of cooking and eating healthy food in grades 3-6. As with any role in the school, the general professional standards for all DET employees is to be maintained in line with the 'Code of Conduct' for Victorian Public Sector Employees, found at: http://vpssc.vic.gov.au/wp-content/uploads/2015/03/VPSC_Code_VPSE_WEB.pdf

Core role and responsibilities

- To develop and implement a weekly cooking program for grades in the given year level
 - Plan and write a weekly multiple recipe menu that incorporates tasks, techniques and instructions for groups of 5-6 students to prepare and complete within set class timeframes. Recipes are to consider the availability of seasonal produce, health benefits, cost, available time and ability of children to complete
 - Alter recipes to support children with dietary restrictions and support students with documented medical or religious dietary restrictions, by liaising with parents and relevant school staff. Modifying or substituting ingredients within budget guidelines if needed to ensure inclusion of those students.
 - Incorporate relevant themes and discussion points of interest to weekly menus to enhance cooking experience. Implement during class introduction and recipe discussion.
 - Print and laminate recipes for use in kitchen classes.
 - Children are to work in teams or small groups to complete a set task and contribute to the day's menu
 - Teach children specific techniques and skills that are used in the kitchen
 - Children will be rostered onto duty tasks
 - Classroom teacher is responsible for the discipline of children during the cooking class
 - Prior to each class, plan and write a running sheet for each session to instruct volunteers and students for that session.
 - Record and collate class session information in order to be able to rotate skills, recipes types and tasks to maximise experiences for all students over the course of the term.

- To prepare, order and collect items prior to the cooking session
 - Ensure ingredients and supplies are ready for each cooking session
 - Use school ordering processes to obtain goods within set budget. Shop for ingredients needed for weekly cooking sessions, ensuring optimal freshness and quality of products within budget guidelines. Store items away in pantry or refrigerator.
 - Pre-prepare key elements of the menu outside of class times as recipes require.
 - Set up kitchen and dining tables and chairs in dining area prior to class's commencement for the week (pack away at end of week).
 - Write a menu on whiteboard each week with any extra points of relevance for discussion.



- To develop and train a team of parent/community volunteers
 - As volunteers are essential to each of the cooking classes, letters of invitation and a brief outline of responsibilities, dates and times must be sent home with prospective parents prior to the oncoming term. A slip is provided for parents to return.
 - Provide support and instruction to volunteers
 - Provide necessary communication and notice as to their requirements when volunteering
 - Ensure volunteers are aware of necessary health and safety requirements while working in the kitchen
 - Liaise with teachers for information on school related events that may alter or change dates of any cooking sessions.
 - Create a roster of helpers for each class through the term and distribute a copy to parents and relevant teachers prior to terms start. Divide students and related volunteer into multiple groups within each class. Provide teacher with this information.
 - Provide easy access for volunteers to communicate with kitchen specialist via email in event of queries or cancellations.

- To maintain a clean and healthy kitchen area
 - Whilst volunteers and students are responsible for cleaning the kitchen during class and after eating, the kitchen specialist is responsible for maintaining the teaching kitchen to standards as per proper food hygiene practices at the end of each day.
 - The Kitchen Specialist must hold a current Food Handler's Certificate and understand and follow workplace hygiene procedures.
 - Oversee the daily cleaning of equipment, kitchen and the associated areas including laundering all linen used in sessions to ensure clean and consistent supplies of linen for each class.
 - Purchase cleaning and cleaning equipment as required.
 - Report any damages/issues to the Principal/Assistant Principal immediately
 - Ensure that the cleaning supplies/equipment are maintained/replaced as required

- To communicate and promote important aspects of the program
 - Communicate with classroom teachers the upcoming week's expectations
 - Ensure the recipes are available for children/parents each week
 - Look for opportunities to promote the program in the wider community

Supporting role and responsibilities

To assist the Science teacher in maintaining the vegetable garden by outlining proposed plants to be sown.

