



Application Kit

This Application Kit assists you in applying job positions advertised.

This Application Kit contains:

- background information that will help you to understand the recruitment process, and how to apply for a position advertised;
- Position Description

Tauondi Aboriginal Corporation (Tauondi Aboriginal College)

Tauondi Aboriginal College is an independent registered training organisation for Aboriginal adults in South Australia. It has been owned and governed by Aboriginal people since 1973. The College provides education for the “whole” person, affirming Aboriginal cultures and identities in ways that respect Aboriginal law and customs and the diversity of students’ experiences and ambitions.

Within this holistic philosophy, Tauondi College offers a range of nationally accredited training programs, as well as non-accredited Adult Community Education (ACE) activities specifically designed to meet the needs of Aboriginal and Torres Strait Islander people and their communities. These programs provide pathways to further study and employment.

In recent years, Tauondi College has expanded services to include employment placement. Training programs expose students to employers through work placements with the view to increase employment outcomes and to participation in economic activities.

Tauondi College also has a very proud tradition of providing cultural awareness programs to the broader community (government, private enterprise, businesses, and primary, secondary, tertiary schools) across South Australia.

These important principles, established at our inception, over 40 years ago, are fundamental to who we are, how we operate and what makes Tauondi College a special place for Aboriginal and Torres Strait Islander people to come together to grow and learn.



Recruitment Process

Tauondi Aboriginal Corporation has a three stage recruitment process: application, interview and verbal referee report. At each of these stages, applicants are assessed.

1. The application

Once the applications have been received, they will be assessed by a panel to determine the shortlist for interview.

Applicants shortlisted will be contacted via telephone to arrange an interview.

Applicants not shortlisted will be notified via email.

2. The interview

The interview provides an opportunity for applicants to talk about their experiences and background relevant to the advertised position. The Interview usually last for approximately 40 minutes and will involve a panel of three interviewers.

3. The Verbal Referee Report

A referee report will be obtained for all applicants who are in serious contention for the position

Once the applicant has accepted the position, unsuccessful applicants will be notified via email.



How do I apply?

Your application determines whether you will get an interview. It is your opportunity to show the selection panel that you have the knowledge, skills, experience and ability to do the job.

You should take the following steps when preparing your application:

1. Read the Position Description

Read the Position Description carefully as it includes key accountabilities and responsibilities and person specification required for the position.

2. Prepare your application

In your application, please include following documents:

- Cover letter: write a brief cover letter introducing yourself and why you are applying for this position.
- Summary of your experience: write a 1-2 page summary that addresses your professional experience in similar roles in the past as a cook.
- Resume: include your skills, education and employment history.
- Three professional referees: include the names and telephone numbers of at least three *work related* referees who can comment on your work performance.


3. Send your application

Send your application using following methods

Via Email thr@tauondi.sa.edu.au

Via Post PO Box 409 PORT ADELAIDE SA 5015 – Attention to Tauondi HR

Late applications will not be considered.

	Canteen Cook Position Description				MGR01	
	Prepared By:	Tadashi Nakamura	Issued	9/04/2017	Copy no	1
	Authorised By	Doug Milera	Replaces		Page	1 of 3
Reason for Amendment	New Position					

POSITIONS DETAILS	CANTEEN COOK
LOCATION:	1 Lipson Street, Port Adelaide South Australia 5015
DEPARTMENT:	Administration
REPORTS TO:	Business Development and Administration Manager
DIRECT REPORTS:	
EMPLOYMENT	0.6 FTE (45 hours fortnightly) – Core: Tue – Thu (from 8.30 – 2.30)
CONDITIONS:	12 month contract
RELEVANT AWARD:	Educational Services (Post-Secondary Education) Award 2010

KEY POSITION OBJECTIVES
<p>Reporting to Deputy CEO, working within the administration team, Canteen Cook is responsible for the canteen business, for preparing (including menu), cooking and serving meals, snacks and hot beverages including espresso coffee to Tauondi students, community and guests.</p> <p>The Canteen Cook ensures the highest levels of compliance, safety and customer service, who is also responsible for conforming to legislative requirements of WHS and food safety standards, Australian recommendations for healthy eating, College policies and procedures.</p> <p>In the performance of all duties Canteen Cook is expected to ensure that the College's philosophy and cultural practices are upheld and promoted.</p>

KEY ACCOUNTABILITIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. Canteen operation <ol style="list-style-type: none"> a. Prepare and cook high quality healthy food to Tauondi students and staff in a friendly and efficient manner b. Review and develop menu for canteen regularly c. Demonstrate culinary expertise in the planning, preparation, serving and presentation of meals and maintain the highest quality food and beverage service d. Maintain prompt, courteous and high quality service e. Demonstrate a knowledge of nutrition and the dietary requirements 2. Maintain hygiene standards <ol style="list-style-type: none"> a. Ensure that the correct food handling and hygiene practices are observed to prevent food spoilage and contamination 3. Administrative duties <ol style="list-style-type: none"> a. Review and price all stock items to be sold b. Ensure the canteen is regularly re-stocked throughout the season c. Obtain, and account, for floats d. Monitor sales to ensure the canteen is not overstocked on certain items e. Promote and market the canteen service effectively

- f. Maintain appropriate records as required
- g. Be responsible for security in the canteen such as money, keys, arming security, locking all doors and windows, switching off all appliances and restricting entry to the kitchen to only those who are authorised to be there

4. Other duties as required.

PERSON SPECIFICATION

Skills & Knowledge:

- Confident in working with MS Office suite particularly MS Word and Outlook.
- Good communication and interpersonal skills
- Ability to form relationships internally and externally at all organisational levels
- Effective organisational and time management skills
- Must have a sound knowledge and skills of nutrition and the dietary requirements in cooking
- Attention to detail skills

Previous Work Experience:

- At least 2-year experience in working at a canteen business, working in a busy environment
- Demonstrated experience in introducing improved processes and procedures with an outcome to increase efficiency and reduce cost.
- Experienced in the education industry or a not-for-profit organisation is an advantage

Personal Attributes:

- Has a positive attitude in assisting people, providing exceptional customer service and looking at ways to continuously improve.
- Can engage and build rapport with people easily, including young adults and youth.
- Use initiative to achieve greater results
- Solid understanding of Aboriginal and Torres Strait Islander cultures, protocols, practices and communities
- Can maintain confidentiality

Qualifications & Training:

- (Essential) Certificate III in Commercial Cookery or equivalent working experience
- (Essential) DCSI Child Related Screening (prepared to obtain one)
- (Essential) Child Safe Environment (prepared to obtain one)
- (Essential) Drivers licence

VALUES AND BEHAVIOURS/COMPETENCIES

DISCOVER through Creativity, Learning, Continuous Improvement

- Are always open to new ideas and opportunities to learn. We are continually making changes to improve our business.
- Are flexible and adapt readily to change.
- Are passionate about finding new business opportunities and making the most of them.

WORK TOGETHER through Trust, Respect, Sharing, Leadership.

- Value diversity and create an environment in which everyone is empowered to succeed.
- Freely share information with others, value different perspectives, ask questions, listen carefully and speak thoughtfully.
- Are able to challenge others when necessary.
- Take pride in achievements.
- Recognise and value the contribution made by others.
- Seek open and mutually rewarding relationships with our students, suppliers and partners.

DELIVER through Accountability, Alignment, Excellence

- Strive for excellence in all that you do.
- Are committed to achieving Tavondi's vision and shared goals
- Take individual responsibility and honour commitments.

CARE through Doing the Right Thing, Sustainability.

- Take responsibility for the safety and well-being of self and others.
- Will lighten the footprint of your activities where possible.
- Achieve the highest professional and ethical standards in all of your dealings.
- Enjoy your workplace, and treat your colleagues and equipment with care.
- Work to make the community in which we operate a better place.

KEY RELATIONSHIPS

- Management Team
- Trainers and Administration staff
- Students
- Visitors and guests
- Suppliers

Acknowledgement

I..... acknowledge that I have been given a copy of this Position Description and that I have read and understand it.

Signed.....
(Employee)

Date ____/____/____

Signed.....
(Manager)

Date ____/____/____