



**Port Augusta**  
CITY COUNCIL

**Port Augusta City Council**

# **POSITION DESCRIPTION**



**A new career waits for you...**

**APPLY NOW**



# EMPLOYMENT OPPORTUNITY

## Port Augusta City Council

A new career is waiting for you...

## SENIOR COOK

Wadlata Outback Centre  
Casual Position

Our vision is to create and sustain a safe and vibrant Community where people want to live, work, play and visit. If you want to live in a sea-side country town, close to the Flinders Ranges and Outback and help it grow into a full Regional Centre we would be keen to discuss this opportunity with you.

### THE ROLE

Prepare, cook and serve food and beverages for visitors at the Wadlata Outback Centre.

The successful applicant will have:

- Ability to create, prepare, cook meals and dispense beverages according to set menu.
- Working knowledge of the Food Standards Code.
- Previous hospitality experience in food preparation and cooking techniques.
- A high standard of customer service and communication skills.

The Position Description is available from Council's website [www.portaugusta.sa.gov.au](http://www.portaugusta.sa.gov.au) with enquiries to Pamela Altmann, Team Leader on 8641 9193.

Applications must address the specified personal criteria in the position description. Applications are to be submitted to the Human Resource Officer, Port Augusta City Council, PO Box 1704, Port Augusta SA 5700 or emailed to [admin@portaugusta.sa.gov.au](mailto:admin@portaugusta.sa.gov.au)

**Application closing date 5:00pm, Monday 6 May 2024.**

JOHN BANKS  
CHIEF EXECUTIVE OFFICER  
PORT AUGUSTA CITY COUNCIL



# POSITION DESCRIPTION

## OUR STRATEGIC VISION

To create and sustain a safe and vibrant Community where people want to live, work, play and visit.

## OUR VALUES

These are the qualities that underpin the way we treat each other, the natural and built environment and all of the resources and materials we use in our daily lives. They will shape the Port Augusta that we have expressed in our vision.

- Respect and Social Cohesion
- Optimism and Confidence
- Courage
- Leadership

**TITLE:** Senior Cook

**LEVEL:** Senior Cook

**STREAM:** Local Government Cafes, Restaurants and Snack Bars Award

**DEPARTMENT:** Wadlata Outback Centre

### POSITION OBJECTIVE:

Provide prompt, efficient and friendly service to visitors at Wadlata Outback Centre by preparing, cooking and serving food and beverages to a high standard in accordance with the Food Standards Code.

## 1. REPORTING RELATIONSHIPS

This position reports to the Wadlata Team Leader.

## 2. POSITION DETAILS

- Create, prepare, cook meals, bake goods and dispense beverages according to the set menu.
- Ensure all visitors are attended to in a courteous and efficient manner whilst maintaining a high standard of customer service at all times.
- Respond to visitor enquiries and provide accurate information in a prompt manner.
- Take dining reservations and bookings.
- Accurately and confidently receive monies, balancing of float and petty cash preparation by operating and maintaining records utilising Council's Bepoz point of sale system and EFTPOS machine.
- Monitor food and catering supplies for ordering purposes and maintain stock and records associated with the daily activities.
- Maintain cleanliness of operational areas – kitchen, equipment, serving and dining (indoor and outdoor).
- Operate and maintain the industrial dishwasher, all commercial and domestic cooking appliances. The cleaning of cooking utensils, cutlery, crockery and appliances, including materials, tea towels, glassware and cooking surfaces.
- Ensure food is stored and prepared at correct temperatures and notify the Manager Wadlata Outback Centre with any issues with rising temperatures of fridges and freezers.
- Undertake any other duties consistent with the position level and duties across all areas within Wadlata Outback Centre.
- Undertake all duties associated with the opening, closing and daily procedures of the Outback Tuckerbox and when required the entire centre in accordance with the specific "shift duties" and Operations & Procedure Manual.
- Project a positive image and encourage visitors to enjoy the Wadlata Outback Centre by providing direction and assistance at all times.
- Ensure that you are well groomed at all times and wear appropriate mutually agreed form of clothing maintained to a high standard of repair.
- Exercise proper courtesy, consideration and sensitivity in dealing with visitors, the general public, workers and members of Council.
- Positively contribute to creating and maintaining a healthy, respectful and sustainable working environment.

### 3. PERSONAL CRITERIA

#### 3.1 Skills

- 3.1.1 Prepare, create, cook, bake and serve food to established standards in a timely and professional manner.
- 3.1.2 Effective work practices and time management skills by prioritising and completing required tasks whilst working under limited supervision and during busy periods.
- 3.1.3 High standard of customer service and the ability to be friendly, approachable and willing to assist customers and other workers.
- 3.1.4 Effective written and verbal communication skills with a diverse range of people.
- 3.1.5 Ability to work collaboratively and at times lead a team, including flexibility and adaptability of approach to changing work requirements.

#### 3.2 Knowledge

- 3.2.1 Working knowledge of the Food Standards Code: Food Safety Practices and General Requirements.

#### 3.3 Experience and/or Qualifications

- 3.3.1 Previous hospitality experience in food preparation and cooking techniques.
- 3.3.2 Experience in Safe Food Handling practices.
- 3.3.3 Money handling and management experience.

### 4. WORK HEALTH & SAFETY RESPONSIBILITIES

As an employee within Council you will lead by example and ensure compliance to the WHS Legislation, Australian Standards, Codes of Practice and Council Policies and procedures.

You will hold Council and your team accountable to the same standard expected of yourself and manage accordingly.

Compliance with all Workplace Health and Safety, Risk and Return to Work Management Systems and attending/participating in training and meetings.

### 5. SPECIAL CONDITIONS

- The Wadlata Outback Centre (closed Christmas Day) operates 7 days per week. The normal opening hours are Monday to Friday from 9:00am until 4:00pm and Saturdays and Sunday from 10:00am until 3:00pm.
- Required to work a rotational roster over a seven day period, including some out of hours work.

- It is recognised that some extra hours may be required at peak tourist times, to relieve other staff members whilst absent or on special occasions and there may be less hours available during the non-tourist season.
- Successful medical clearance prior to commencement of employment.
- Successful completion of a three month probation period from commencement of employment.
- Must be prepared to undertake training from time to time including after hours if appropriate and off-site training if required.

## 6. CONFIDENTIALITY

Security and confidentiality is a matter of concern for all persons who have access to Council information. Each person accessing the Port Augusta City Council documents and resources holds a position of trust relative to this information and must recognise the responsibilities entrusted in preserving the security and confidentiality of this information. Therefore, all persons who are authorised to create or access documents and resources must read and comply with the following standard:

- 6.1 Respect the privacy and rules governing the use of any information accessible through the Council network and only utilise information necessary for the performance of work duties.
- 6.2 Not seek personal benefit or permit others to benefit personally by any confidential information or use of equipment available through the job description.
- 6.3 Not access, exhibit or divulge the contents of any records or reports except to fulfil work duties.
- 6.4 Not knowingly include or cause to be included, or exclude or cause to be excluded, in any records or reports, an inaccurate or misleading entry.
- 6.5 Persons breaching this standard may be subject to penalties, including disciplinary action and dismissal.

## 7. ACCOUNTABILITY

- 7.1 The incumbent at all times shall reasonably communicate courteously and sensitively with fellow workers, members of the Council, contractors, visitors and the general public.
- 7.2 The incumbent is responsible and accountable for keeping accurate and complete records of their business activities in accordance with Port Augusta City Council's Records Management Policy, other related policies and the State Records Act 1997.
- 7.3 Personnel who undertake duties for higher level positions, you are accountable for ensuring that in accepting the back-up position, that the WHS & Legislative – Position Responsibilities Register is referred to, to identify all responsibilities that will be required to be undertaken while in the back-up position, to provide going compliance with the WHS Management System.
- 7.4 Personnel with responsibilities influenced by legislation are accountable for identifying and responding to legislative change that includes Acts, Regulations, Australian Standards, Code of Practice, Guidelines and Agreements relevant to their position or profession and taking appropriate action to ensure compliance. Such responsibilities are defined in Council's WHS & Legislative – Position Responsibilities Register.

## 8. OUR VALUES

These are the qualities that underpin the way we treat each other, the natural and built environment and all of the resources and materials we use in our daily lives. They will shape the Port Augusta that we have expressed in our vision. As an employee you will play a key role in demonstrating these values:

- ***Respect and Social Cohesion***  
Respect is fundamental to building a strong, socially cohesive community. We nurture respect when we find ways to work together on particular actions that address our shared concerns.
- ***Optimism and Confidence***  
We will face the future with a positive attitude drawing on our collective strengths and our shared history of struggle and triumph.
- ***Courage***  
We are not afraid to face the hard issues and work through them together. We are prepared to take calculated risks to move towards a better future.
- ***Leadership***  
We commit ourselves to nurturing leadership in our children and young people, valuing their contributions as citizens of our city.

These are assessed on an ongoing informal basis, and formally through our Professional Development Review process.

## 9. ACKNOWLEDGEMENT

Employee Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### **Human Resources Department Use Only**

Date Commenced with Council:

Date Commenced this Position:

Request to Fill Vacancy: AR24/23116

Position Description Prepared 15/03/2023