



## COOK

Founded in 1866 by Saint Mary MacKillop and Fr Julian Tenison Woods, the Sisters of Saint Joseph of the Sacred Heart operates as a registered charity with central offices in Sydney, regional offices across Australia, New Zealand and Ireland and a presence in some other countries.

The Cook is responsible for providing quality meals for the nine Sisters living at St Joseph's Convent and Mary of the Cross Apartments in Goulburn as well as their guests, meeting service and compliance standards. Central to the home is the care and respect for every person and the honouring of the way each Sister lives her spirituality.

We currently have an opportunity for a Cook to join the Sisters in a permanent part time basis. This role requires the experience of providing enjoyable, healthy and well-balanced meals for the Sisters. This role is for 25 hours per week, to be worked Monday to Friday from 9.00am to 2pm. Some additional hours are required from time to time to cater for events.

We are looking for a person with a positive and caring attitude who is sensitive to the needs of the Sisters and enjoys working within a small team.

### **KEY RESPONSIBILITIES:**

- Timely prepare fresh, varied, nutritious and tasty meals that meet dietary requirements of the Sisters
- Prepare, cook and store fresh food according to food handling procedures
- Prepare meals for storage (including freezer meals) and serving for the evening meal
- Maintaining accurate kitchen records
- Ensuring pantry and fridge stock is rotated
- Maintaining cleanliness of the kitchen, fridges, pantry, ovens and food preparation areas

### **ESSENTIAL SKILLS AND EXPERIENCE (SELECTION CRITERIA):**

- Experience working in a kitchen/hospitality in a commercial environment or cooking for groups
- Current food handling certificate
- Ability to manage modified diets according to dietician and clinical requirements
- Well-developed communication skills with a positive and caring attitude
- Ability to plan effectively to meet agreed deadlines
- Ability to maintain utmost integrity and discretion
- Willingness to work in a faith-based not for profit organisation

All staff are expected to act in a manner consistent with the ethos and mission of the Sisters of Saint Joseph.

We value and respect children and are committed to the safety of children. We have a zero tolerance for adult and child abuse or mistreatment. Applicants are encouraged to read our Adult and Child Safeguarding Commitment Statement which is contained on the SOSJ website under the heading of 'Safeguarding.'

Successful applicants will be required to consent to a National Criminal History Check and be fully vaccinated as per our Vaccinations Policy.

For further information about the Sisters of Saint Joseph, please visit [www.sosj.org.au](http://www.sosj.org.au). For more information about the role, please email Sr Karen ([karen.muir@sosj.org.au](mailto:karen.muir@sosj.org.au)). To obtain a position description, please contact [hr@sosj.org.au](mailto:hr@sosj.org.au). Applications, which need to include a cover letter outlining your suitability for this role (based on the above selection criteria) and a CV (resume), should be submitted via email to [hr@sosj.org.au](mailto:hr@sosj.org.au) by **23 January 2024**.

Aboriginal and Torres Strait Islanders are encouraged to apply for this role.