



# LATROBE COUNCIL

## INFORMATION PACKAGE FOR APPLICANTS



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<b>Position:</b>	<b>Cook/Cleaner – Banksia Facility</b>
<b>Employment Status:</b>	<b>Casual</b>
<b>Department:</b>	<b>Customer &amp; Business Services</b>

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## General Application Information

Thank you for your interest in the advertised Cook/Cleaner – Banksia Facility position with the Latrobe Council.

### Application Format

All applications must consist of the following four documents:

1. Application Form
2. Cover Letter – 1 Page Limit
3. Resume including up to 3 referees – 4 Page Limit
4. Response to 'Capability Requirements' outlined in the position description – 5 Page Limit. **Applications will not be considered if Capability Requirements are not addressed.**

### Lodgment

Applications may be submitted online via the Kentish or Latrobe Website (*preferred method*):

[www.latrobe.tas.gov.au/notice-board/job-vacancies](http://www.latrobe.tas.gov.au/notice-board/job-vacancies)

[www.kentish.tas.gov.au/council/employment](http://www.kentish.tas.gov.au/council/employment)

Or Via Email:

[Cymone.deSchipper@kentish.tas.gov.au](mailto:Cymone.deSchipper@kentish.tas.gov.au)

Or Via Mail:

Private and Confidential  
The General Manager  
Latrobe Council  
PO Box 63  
LATROBE TAS 7307

### Process

Applicants will be notified in writing (email where possible) of the receipt of their application.

Post shortlisting applicants will be advised if they are required for interview. Up to two interviews may be required.

Upon an applicant accepting the role, unsuccessful applicants will be notified in writing (email where possible).

### Pre-Employment Checks

All positions will require pre-employment checks of prospective employees because of the nature of duties and responsibilities attached to the positions.

These checks **may** include a conviction check and/or identity check and **will** include a reference check and medical check including a drug screen. Applicants who do not agree to these checks should indicate this in their application cover letter.

### Selection on the Basis of Merit

Latrobe Council is an equal opportunity employer. All applications will be assessed against the same criteria. Selection will be based on highest merit for the position, past experience and ability to perform the advertised position.

### Further Information

Questions should be directed to Cymone de Schipper or Aleasha Goss on 03 6491 0200, or via email [cymone.deschipper@kentish.tas.gov.au](mailto:cymone.deschipper@kentish.tas.gov.au) [aleasha.goss@kentish.tas.gov.au](mailto:aleasha.goss@kentish.tas.gov.au)

For further information about the council or the Banksia Facility, please refer to the websites

[www.latrobe.tas.gov.au](http://www.latrobe.tas.gov.au) or [www.campbanksia.com](http://www.campbanksia.com)

## Position Information

Latrobe Council is seeking expressions of interest from suitably experienced persons to join the Council's pool of casual cook/cleaner employees at the Banksia Facility.

In this casual role, you will work to prepare and cook food for a limited breakfast, lunch and dinner menu utilising large volume and single purpose cooking equipment. You will also work to provide a high standard of cleaning services across the Banksia Facility.

Work requirements are influenced by demand with the peak period over December – May. You would be required to work weekdays, some weekends and during school holidays.

You will require commercial cooking experience, an eye for detail, an understanding of critical diet requirements and an ability to meet firm timeframes. Cleaning experience would be highly desirable.

### **Applications:**

All applications must be in the prescribed format, including address of the capability requirements.



## POSITION DESCRIPTION

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<b>Position Title</b>	Cook/Cleaner – Banksia Facilities
<b>Department</b>	Customer and Business Services
<b>Team</b>	Community and Economic Development
<b>Reports to</b>	Manager – Banksia Facilities
<b>Work location</b>	Latrobe area
<b>Classification</b>	Local Government Industry Award, Level 1
<b>Date</b>	January 2019

This position is a shared position between Kentish and Latrobe Councils. Whilst the incumbent's primary employer is Latrobe Council, the position may provide services to both Councils as needed.

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### PRIMARY OBJECTIVE

- To provide high quality, nutritious meals and snacks at the Banksia Facilities.
- Provide a high standard of cleaning services to Banksia facilities and spaces either individually or as part of a team.

### KEY FUNCTIONS

- Provide a high standard of food preparation and cooking services.
- Ensure the safety and hygiene of the kitchen and equipment is maintained and adhered within legislative and council requirements.
- Clean Banksia facilities and spaces i.e. accommodation facilities, kitchen, sport stadium, meeting rooms, performing arts centre.
- Operate equipment and use cleaning products in a safe manner.
- Provide information to support planning, reporting and continuous improvement.

### ACCOUNTABILITIES

#### Cook

1. Plan, prepare, and serve food using specialised large volume kitchen equipment and within service timeframes.
2. Ensure hygienic handling and correct storage of food and drink, at all times.
3. Ensure compliance with all relevant requirements of the Food Safety Program.
4. Plan and order fresh foods and supplies required for the menu to minimise food spoilage whilst working within the allocated budget.
5. Maintain the kitchen, all equipment and utensils in a clean and hygienic manner and in working order and ensure the cleaning schedule meets required standards.

### **Cleaner**

6. Clean Banksia facilities and spaces to a high standard and agreed service levels.
7. Complete and lodge recording forms as required, including safety forms, timesheets and work request forms.

### **General**

8. Raise challenges promptly in achieving work.
9. Communicate ideas and input to continually improve achievement of work.
10. Respond promptly to changes in priority.
11. Provide a high level of customer service to camp users and the general public.
12. Continually create opportunities to improve systems, processes and outputs.
13. Ensure all work practices are carried out in a safe manner and in accordance with Council work health and safety policy and procedure.

## **DIRECT REPORTS**

Nil

## **ORGANISATIONAL RELATIONSHIPS**

**INTERNAL LIAISONS:** Council management and staff  
Banksia Facilities Board/Committee

**EXTERNAL LIAISONS:** General public and businesses  
Schools and community groups  
Community organisations  
Service providers  
Suppliers

## **JUDGEMENT**

The position requires the understanding and adherence to guidelines, process and policy to deliver Council requirements. The nature of the work is clearly defined and decision making is routine.

## **CAPABILITY REQUIREMENTS**

- A Certificate in hospitality and experience in a similar role OR an equivalent combination of skills, experience and training.
- Demonstrated knowledge of legislative requirements including Food Safety Standards and Workplace Health and Safety legislation and practical application in a cooking environment.
- Excellent organisational skills with evidence of high level attention to detail and an ability to achieve outcomes within deadlines.
- Excellent interpersonal and communication skills (written and verbal).
- Working with vulnerable people
- Food Handling certificate
- A current WhiteCard.
- Experience safely handling cleaning products (chemicals).

- Evidence of a willingness to change, suggest improvements and a commitment to self-improvement.
- Operational knowledge of the work health and safety legislation and regulations and practical application of it in a cleaning environment.

**Desirable**

- Two years experience working (voluntary or paid) in a cleaning capacity.
- Basic use of computers.
- Current first aid certificate
- A current C class (car) driver's license and a commitment to maintain this.

## Employment Information

### **SALARY**

This position is classified as Level 1 under the Local Government Industry Award and carries a salary of \$26.05 per hour including casual loading.

### **AWARD**

Local Government Industry Award 2010

### **ENTERPRISE AGREEMENT**

Latrobe Council Enterprise Agreement 2015

### **LEAVE ENTITLEMENTS**

Casual employees are entitled to:

- 2 days unpaid carer's leave and 2 days unpaid compassionate leave per occasion.
- 5 days unpaid family and domestic violence leave (in a 12-month period).
- unpaid community service leave.

### **HOURS OF WORK**

The span of hours under the Council's Enterprise Agreement is Monday – Sunday, 5am – 10pm.

### **SUPERANNUATION**

Employer superannuation contributions of 9.5% of the employee's ordinary time earnings (as per the Australian Tax Office definition).

Employer contributions may be directed to any complying superannuation fund of the employee's choice. If no choice is made by the employee the Council will direct the employer contributions to TasPlan Superannuation as the default fund for Council employees.

Employees may make voluntary personal superannuation contributions to their chosen fund, either by salary sacrifice out of pre-tax income, or out of post-tax income.

### **TRAINING AND DEVELOPMENT**

Kentish and Latrobe Councils provide opportunity for employee's to develop through the provision of training through in-house and external training courses or through study assistance for employees undertaking relevant qualifications. Access to training is determined by consultation between the employee's manager and the employee.

### **MEDICAL ASSESSMENT**

Comprehensive pre-employment medical examinations are an integral step in the recruitment and selection process.



### **Information about the Latrobe Municipality**

The Latrobe Municipality is located in the north-west of Tasmania and shares a municipal boundary with Kentish Council, Devonport City Council, West Tamar Council and Meander Valley Council. The Municipality covers a total area of 600 square kilometres including the townships of Latrobe, Port Sorell, Shearwater, Hawley, Wesley Vale, Sassafras, Moriarty and Tarleton.

The Municipality is one of the fastest growing residential areas in Tasmania, has an estimated population of 11,729 and of the 29 local government areas, Latrobe is one of ten projected to show the strongest growth over the next ten years.

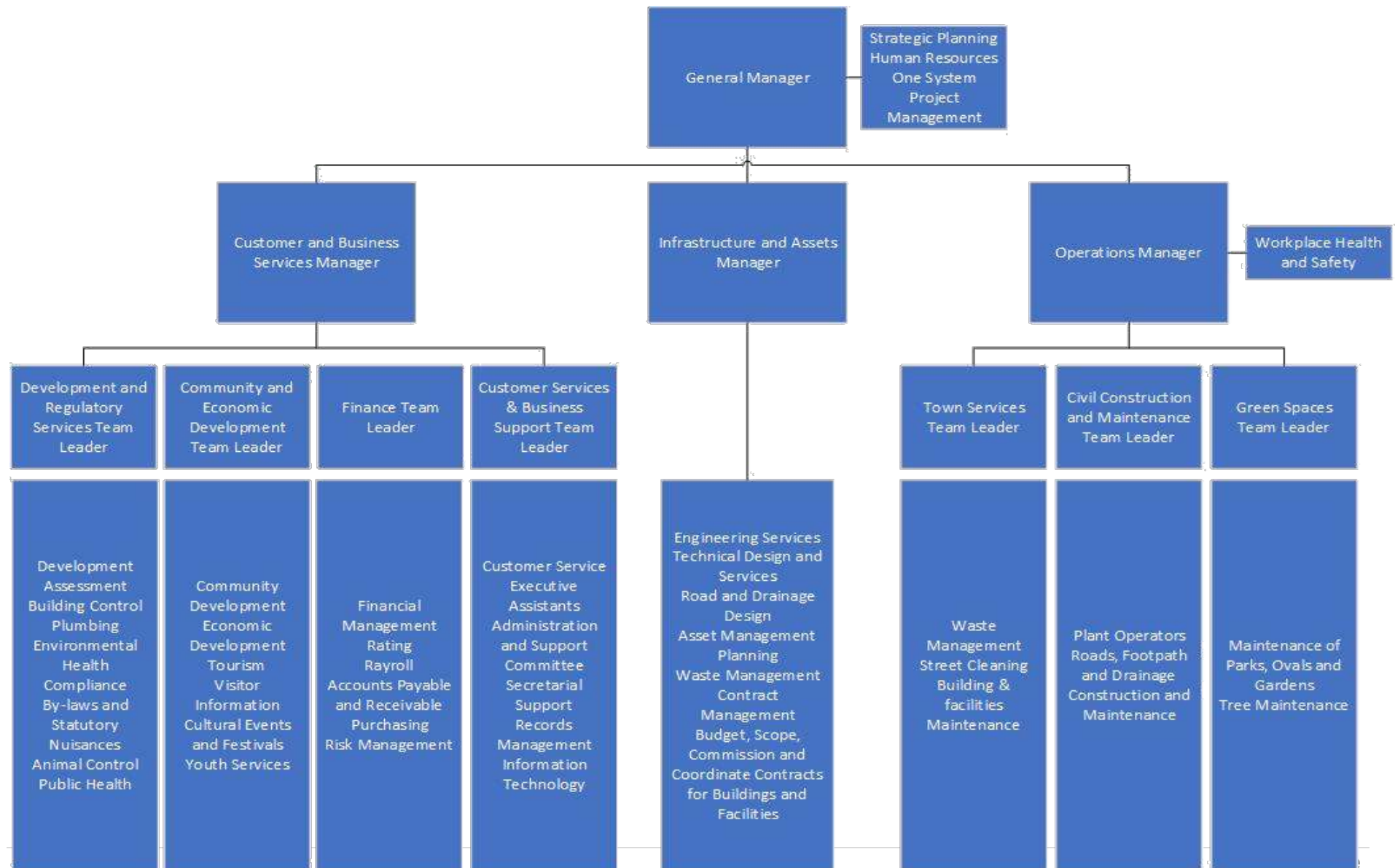
There are six primary schools and two high schools in the Municipality and the Mersey Community Hospital is situated in Latrobe.

### **Information about Latrobe Council**

The Latrobe Municipality comprises over 6,395 properties and the Council has an estimated income of \$20.5M. Council's 2020/21 Annual Plan and Budget and the Council's Strategic Plan are available from Council's website [www.latrobe.tas.gov.au](http://www.latrobe.tas.gov.au)

Council employs around 47 FTE positions in managing and delivering a wide range of services including urban stormwater drainage, roads, recreation and park facilities, waste management, building and environmental services, community development and economic development. Major facilities owned by Council include Port Sorell Community Centre and Camp Banksia, Australian Axemans Hall of Fame, Latrobe Recreation precinct comprising sports ovals, sports stadium, gymnasium and swimming pool and skate park.

## Organisational Overview



### Information about Resource Sharing

Kentish and Latrobe Councils value collaboration and partnerships both within and outside their municipalities. As part of their business models, the councils have entered into a resource-sharing arrangement.

A resource-sharing business model allows both councils to deliver services and outcomes for their respective communities in a cost efficient and effective manner. Partnerships of this nature enable the communities to gain benefits that may have been otherwise unattainable.

The resource-sharing arrangement is governed by a Memorandum of Understanding which articulates all the terms and conditions for the parties to abide by. The arrangement has been and will continue to be managed on the basis of value to each Council.

Since the inception of the resource-sharing arrangements in 2010, the number of resources shared has steadily grown. The resources shared have typically been those which require more substantial investment, ranging from senior management roles, specialist roles or in securing plant, equipment and systems. Other opportunities for a mutual gain from a shared commitment, input and output have also been realised.

Kentish and Latrobe Councils are also seeking opportunities to develop partnerships with other Councils to build further on the benefits of this business model, provided all parties involved with Council receive value and gain as a result.

Both Councils have recently commenced an Embedding Shared Resources Program. The Program will;

- establish common policies, systems and ways of working between the two Councils
- Identify economies and efficiencies through cash savings and service uplift
- Ensure the workforces of both Councils meet the current and future needs of their communities in terms of numbers, skills and attributes
- Mitigate the risks of critical services required of the Council in the two communities being unable to be delivered
- Develop common, simplified ways of working.