



POSITION DESCRIPTION: **Cook and Kitchen Manager**

Koha is a community based organisation that provides a range of opportunities for people from all walks of life through the provision of healthy shared meals.

This position is responsible for cooking nutritious, flavoursome and attractive meals and managing the operations of the kitchen for meal service to community diners.

GOALS AND TARGETS:

Leadership

- Manage kitchen effectively;
- Represent Koha in a positive manner and role model professional standards;
- Ability to work effectively with stakeholders of varying levels.

Operational

- Plan, prepare and cook nutritious and flavoursome meals;
- Provide meals to cater to a wide variety of tastes including children;
- Inclusive of dairy, eggs, condiments and spices;
- Efficient use of donated food items;
- Oversee kitchen tasks;
- Supervise kitchen volunteers;
- Take responsibility for kitchen hygiene;
- Uphold Koha policies and procedures;
- Maintain safe work practices in line with OHS regulations; and
- Work within regulatory frameworks.

KEY RESPONSIBILITIES:

- Planning, preparation and cooking of healthy meals as per Koha's philosophy;
- Efficient ordering of food supplies within budgetary requirements;
- Ensure all work is undertaken in a safe manner;
- Supervise kitchen volunteers;
- Supervise meal service;
- Allocate kitchen tasks as required, including to student placements;
- Provide positive role modelling and guidance;
- Work collaboratively with other Koha members;
- Attend meetings and participate in discussions and decision making as needed;
- Maintain confidentiality;
- Demonstrate respect for Koha equipment and maintain in good and safe working order;
- Report any health and safety concerns to the OHS representative;
- Perform kitchen cleaning duties as directed;
- Working in a professional and courteous manner at all times when representing Koha;
- Working within the framework of policies and procedures.

ACCOUNTABILITY and EXTENT OF AUTHORITY:

This position is accountable to the Koha Committee of Management and reports directly to the President.

QUALIFICATIONS & EXPERIENCE:

- Current Working with Children Check;
- Current level 2 First Aid;
- Current Food Safety Supervisor Certificate;
- High level of customer service;
- Understanding and experience in cooking for broad dietary needs.

KEY SELECTION CRITERIA:

- Ability to plan, prepare and cook nutritious meals;
- Knowledge and understanding of hygiene and food safety whilst preparing food;
- Ability to clean premises and maintain hygiene effectively;
- High level time management and organisational skills;
- Ability to work effectively and accurately with minimum supervision;
- Excellent communication skills.

EMPLOYMENT GUIDELINES:

Industrial instrument: Hospitality Industry Award 2010 [MA000009]

Classification: Level 5, pay point year 4

Hours to be worked: 15 hours per week

Physical Capacity: No pre-existing physical or medical condition exists that would prevent the worker carrying out the tasks as outlined in this document.

Child Safety: Koha complies with the Child Safe Standards.

Superannuation: All employees are offered a choice of Superannuation plan.

Equal Employment Opportunity: Koha is committed to the principles of equality and non-discrimination. Compliance with these principles is mandatory.

DECLARATION

- I accept the responsibilities and agree to carry out the duties outlined in this position description.
- I acknowledge Koha's values and commit to conducting myself in a manner which supports those behaviours.

Print name _____

Signature _____

Date _____

President's signature _____

Date _____