



About The Portsea Camp

Mission and Purpose:

The Portsea Camp strives to help children, their families and community be healthy, happy and well. We use an affinity with nature, outdoor education, physical activity, friendships and social connection to bring children relief from the strains and adversities of life. We focus our attention on contemporary community issues impacting the life of the child and seek innovative and timely responses to crisis events as they occur.

The Portsea Camp has a proud history supporting Victoria's children and families, in particular those who, for a range of reasons, may be doing it tough. The camp has its origins in the mid 1940's when it became apparent to the Lord Mayor of Melbourne, Sir Thomas Nettlefold, that children in the bush needed a break. Fathers had died at war, there were terrible droughts in the Mallee and there was no universal health care system. The Lord Mayor's Children's Camp for Country Children was established as a registered charity and the site commenced its journey as a venue for children's camps.

In those early years, children were transported to Melbourne free of charge by the railways. They travelled on to the camp in buses. Up to 300 children were at the site at any one time.

Today, The Portsea Camp is a thriving community of staff, volunteers and campers coming from all over Metropolitan Melbourne and Rural Victoria. The camp is enjoyed and cherished by more than 10,000 children and 250 Volunteers annually.

Position Description

Position Title	Camp Kitchen Supervisor/Cook
Contract details	Remuneration \$76,650 inclusive of Superannuation and shift allowances
Employment Status	Full time Rostered - ongoing 6.00am – 2.00pm reporting to Camp Operations Manager

Position Overview

The camp Supervisor/cook position is responsible for meal preparation and service for camp groups and will be responsible for the operation of all food service, Commercial kitchen operation & Management and direct line management of the Camp Cook, and kitchen hand staff

The camp kitchen is a very busy work environment it requires a person with exceptional communication skills, organization, detail orientated and professionalism who is a team player aspiring to collectively achieve a common goal by creating an exceptional Customer Service experience for children and adults.

You will be provided with appropriate PPE which will be mandatory during the COVID safe plan implementation period and will remain mandatory until Chief Health Officer Advice for Victoria advises otherwise,

Work Environment

The Portsea Camp is a children's camp with approximately 10,000 people staying each year, an average of approximately 100 campers each night. Maximum occupancy occurs at January charity camps when up to 350 children and adults are present for periods of up to a week. Most campers stay as part of school groups.

Most groups require a fully catered camp. The camp operates 7-days / week.

All camp staff are expected to value interactions with campers, making them feel welcome and safe.

Key Responsibilities

Kitchen & Food Service

- Plan menus and order quality supplies from reputable suppliers as required
- Hire, train, supervise and motivate permanent and casual staff
- Organise staff rosters
- Ensure health and safety regulations are strictly observed, records are kept and archived
- Monitor the quality of the product and service provided
- Monitor budgets and maintain records
- Support on-site groups
- Oversee and implement food preparation guidelines for food allergy management where applicable
- Operate large-volume cooking equipment such as a grill, deep-fat fryers, and barbeques
- Foods are cooked, stored and served in accordance to Aus food standards

- Prepare & serve high quality, fresh and nutritious, excellent in both presentation and taste
- Develop an equipment maintenance schedule and ensure equipment is properly maintained
- Ensure the kitchen is run in accordance with health regulations for the receipt, storage, preparation and serving of food
- Ensure exemplary hygiene standards are followed
- Ensure you have read, understand and follow camp policies and procedures
- Ensure staff are supported and supervised
- Ensure incident reports are completed and provided to the Camp Operations Manager for any serious work injury / illness
- Adhere to food preparation guidelines for food allergy management where applicable
- Ensure all kitchen equipment is stored in accordance with manufacturer's instructions

Human relations

- Ensure all staff and campers are treated respectfully
- Provide support and supervision for Kitchen staff on shift

Communication

- Participate in staff meetings as required.
- Keep the Catering Manager informed of any undesirable camp staff / camper interactions, any camper complaints and feedback
- Liaise with Catering Manager on menu planning, systems and processes required for smooth operations of the kitchen

Self-catering Groups

The camp has two additional kitchens in the Nautilus Centre and Connelly Hall, as well as BBQ units for use in different areas of the camp. A fire pit allows for campfire cooking during school holiday charity camps.

- Monitor kitchen and BBQ hygiene standards are being met
- Monitor self-catering groups compliance
- Provide self-catering groups with catering kits as required and ensure BBQ gas bottles are ready

Purchasing

Ensure food is purchased from reputable suppliers in accordance with camp policies

Training

Maintain first aid and anaphylaxis qualifications and all food service related qualifications and accreditations

Other Duties

As The Portsea Camp is a charity with limited resources from time to time all staff are required to involve themselves in a range of duties outside those regular duties as listed in their position descriptions. These include but are not limited to:

- Participate in emergency evacuation training and occurrences
- Adhere to all camp policies and procedures as detailed in the Staff Manual.
- Support quality and audit processes required for camp accreditation purposes

Position Requirements

- Australian recognised Commercial Cookery qualification. Minimum Cert IV or Diploma Commercial cookery and 1-2 years experience cooking in a commercial environment.
- HACCP Level 3 certification.
- Sound knowledge of Food Safety Standards, relevant legislation and statutory obligations.
- Valid Working With Children Check
- Strong planning and organisation skills
- Demonstrated interpersonal communication skills and the ability to work as a member of a team
- An ability to work flexibly and adaptively

Key Competencies – Level 1.

1. Personal Effectiveness

- Receptive and positive towards new ideas
- Displays high level of personal drive and commitment to goals and objectives
- Takes time to reflect on actions and selects appropriate activity to enhance future performance
- Adapts to changing tasks, responsibilities or work activities as required and will seek clarification from line manager as appropriate
- Manages time effectively within individual tasks

2. Interpersonal Skills

- Displays consideration, concern and respect for other people's opinions and feelings
- Co-operates and works well with others in pursuit of team goals
- Shares all relevant information
- Responds positively to requests for help and/or support
- Regularly attends and contributes to Team Meetings
- Develops positive working relationships with others both internal and external and seeks to understand their roles

3. Managing Information and Technology

- Understands basic service requirements for information, collection, storage and handling; particularly within the context of the Privacy and Freedom of Information Acts
- Demonstrates accuracy in data entry, amendment and checking, with regard to manual and computerised records
- Understands and observes confidentiality rules, particularly with regard to personal and sensitive information
- Understands and consistently observes the organisations IT usage policy and other relevant guidelines
- Aware of the knowledge and information relevant to their role

4. Customer Focus

- Consistently gives high priority to customer satisfaction
- Promotes and gives a positive image of THE PORTSEA CAMP
- Demonstrates an awareness of THE PORTSEA CAMP's key objective of providing customer centred service provision and aims consistently to achieve these
- Displays empathy when speaking to all service users and employs tact and diplomacy when dealing with sensitive issues
- Displays understanding of the importance of high standard cleaning and infection control and how it relates to keeping campers safe and well.

5. Diversity and Equality

- Treats everyone with dignity and respect, at all times
- Behaves consistently within THE PORTSEA CAMP's Values
- Ensures that own behaviours, words and actions support THE PORTSEA CAMP's commitment to cultural awareness and equality of opportunity
- Demonstrates an understanding of the need to support and respect diversity
- Takes the opportunity to input into team/service area planning in respect of equality and diversity
- Consistently uses communication styles that are appropriate to different people and situations

6. Health & Safety

- Demonstrates knowledge and awareness of personal OH&S duties for self and others
- Acquires knowledge and skills to be able to follow OH&S policies and procedures
- Demonstrates knowledge and awareness of common workplace hazards and measures to reduce the associated risks
- Demonstrates knowledge and awareness of specific hazards from their activities and the measures to reduce the associated OH&S risks
- Recognises and reports to management situations where there might be a need for further improvement in OH&S standards.
- Actively assist managers as necessary to enable risks to be controlled.

7. Self-Awareness, Development and Self Discipline

- Accepts feedback and constructive criticism and uses that feedback to govern future actions
- Maintains high ethical standards both personally and professionally
- Seeks help and guidance from colleagues and managers
- Reflects on own actions to improve future performance
- Demonstrates a commitment to own development
- Displays an awareness of The Portsea Camp Values in their work and attitude

8. Organisational Awareness & Proactive Thinking

- Understands the purpose of own job and where it fits into the work of the team and service area
- Makes suggestions about the provision of service outside of immediate responsibilities
- Understands and applies the values of The Portsea Camp
- Displays a basic understanding of related products and services offered by other sections and directorates within The Portsea Camp
- Demonstrates a basic understanding of The Portsea Camp internal structures, rules, regulations, policies and procedures

Remuneration and Benefits

The Camp Cook role is employed under the Hospitality Award at an annual salary of \$60,225 inclusive of superannuation and access to Not for Profit Salary Packaging.

All fixed term and permanent positions are subject to a probationary period as stipulated in the National Employment Standards.