

POSITION DESCRIPTION

Job title:	Community Kitchen Activator
Position details:	Fixed term part time (0.6 x 6 months, funded by Working for Victoria) 22.8 hours per week
Reporting to:	Managing Director
Hourly pay rate:	\$29.26 inclusive of penalties and allowances + superannuation
Primary Location:	2 Wingrove St, Alphington

ABOUT US

The vision of Melbourne Farmers Markets (MFM) is "connecting urban communities with Victorian farmers." Our social purpose is to support communities at both ends of the shortest possible food supply chain, and to facilitate direct personal, financial and educational exchanges between regional and urban Victorians.

Pre-COVID19, MFM managed seven accredited farmers markets across Melbourne. Whilst four of our seven sites were forced to close, we continued to trade throughout 2020 with determination and continual adaptation to the dynamic environment. 2021 is about consolidation, rebuild and grasping the opportunity to change and improve our enterprise.

PURPOSE OF POSITION

The Community Kitchen Activator is a hands-on position, leading the activation of our newly completed registered commercial kitchen on site at Alphington, part of the activities offered to our community and also to ensure the sustainability of Melbourne Farmers Markets.

Primarily, the incumbent will work with the operational team to develop kitchen projects aligned to our social enterprise objectives activating the kitchen. This will entail sourcing, managing and booking kitchen tenants, inductions, paperwork, compliance. It is essential that this is a priority for COVID safety, financial viability and health regulations.

The Community Kitchen Activator will expand our social purpose in the following specific ways:

- Overseeing activities that were quickly enacted as responses to the pandemic, such as the collaboration with Moving Feast for emergency food relief
- Exploring new opportunities for Victorian producers to value-add their products
- Leading 'waste to product' trials diverting surplus and seasonal produce into value-added product for retail sale
- Acting as the concierge for community and commercial use of the kitchen
- Activating plans for onsite events, particularly outdoor dining
- Assisting production clients with batch cooking

KEY SKILLS

- Solid business management experience – budgets, timelines, health and safety requirements
- Well-grounded with natural leadership skills – inclusive, respectful and encouraging
- Established financial capability – in realistic and achievable project development, delivery and report writing
- Strong inter-personal communication skills for representing our company profile and objectives
- Big, bold visionary attitude but with attention to detail and the ability to be able to back it up with meaningful action
- Significant commercial cooking and kitchen experience – flair, imagination, creativity with delicious outcomes!

PREFERRED EXPERIENCE / PERSONAL ATTRIBUTES

- Experience in a social enterprise and/or a not-for-profit business.
- Enjoys knowledge sharing and community building
- Product development for retail sale or supply to industry
- Understanding and passion for local and seasonal food cycles
- Empathy for Victorian farmers, food producers and small business operators
- Able to communicate with a diverse range of people including stallholders, community groups and other stakeholders
- Applying a COVID safety regime

IMPORTANT INFORMATION

The role is largely kitchen based at the MFM offices in Alphington. Some weekend may be required as markets are mostly held on weekends, and we expect that it may be necessary to attend markets occasionally.

Flexible working arrangements are available for this role, but it is not a role that can be performed remotely.

The role is funded through the Victorian State Government Working for Victoria program. The contract under these arrangements is for 6 months in total. We hope there is an ongoing need for the position to continue and that the right candidate will have the opportunity to apply for ongoing employment with MFM under new terms and arrangements, but this cannot be guaranteed at this stage. A key deliverable in this role is to make the position self-sustainable and profitable.

APPLICATIONS

Applications close 5:00pm Sunday 21 March 2021, or as soon as we find the right candidate.

As this position is funded by the Victorian State Government through the Working for Victoria program, applications are only accepted through the Sidekicker employment platform. Below is a quick overview of the registration process.

Step one:

- You must register via the [Working For Victoria website](#)

Step two:

- You will be taken through to the Sidekicker registration form where you fill out their details including a short bio, location, and previous work history.

Step three:

- Your registration will be processed and you will receive an email notification when this is completed.
- Monday to Friday registrations will be processed within 24hours.

If you have difficulties completing the registration form or have questions about the WFV account, the support team is ready to help and can be contacted via the blue chat bubble on the WFV app or desktop. Additionally, you can email Sidekicker for additional support at support@sidekicker.com.au