

Position Description: Kitchen Coordinator

FLC:	Albert Park Flexible Learning Centre, Wollemi Flexi Schools Network
Location:	Milton, Brisbane, QLD
Classification:	Service Staff Level 3
Salary:	Service Staff Level 3 (\$29.77 – \$31.04 per hour as of 1 May 2021) As per Catholic Employing Authorities Single Enterprise Collective Agreement – Religious Institute Schools of Queensland 2019-2023
Employment Status:	Part Time 30 hours per week Monday to Friday Term Time (not required to work during school holidays)
Contact:	Zoe Surawski, Senior Administration Support Officer Phone: 0438 036 380
REF:	APFLC/KC/0421

Edmund Rice Education Australia (EREA) is a child safe organisation committed to the protection of children and has a zero tolerance of abuse of children. Wollemi Flexible Schools Network (FSN) being a subsidiary of EREA is also committed to ensuring the safety, wellbeing and dignity of all children and young people therefore, all applicants will be subject to EREA and legislative screening procedures. These checks are consistent with EREA's commitment to child safeguarding policies and procedures. This includes complying with our Child Safeguarding policy and code of conduct.

Wollemi FSN is an equal opportunity employer that promotes the safety and wellbeing of Aboriginal and Torres Strait Islander children and encourages applications from Aboriginal and Torres Strait Islander people.

Who are we?

Albert Park Flexible Learning Centre is a co-educational Catholic school in the Edmund Rice Tradition and has been a registered school since 2006. Albert Park Flexible Learning Centre is a community founded on the principles of Rights, Respect, Relationship, Responsibility and Safe and Legal. Young people are central to their own education and are consulted in all decisions affecting their education and attendance catering for young people between 14-25 years of age. This includes working with vulnerable young people that have mental health issues, behaviour challenges, learning difficulties and that are just not enjoying the academic nature of mainstream education.

Further information can be found at www.ereafsn.edu.au or www.erea.edu.au

What is the role?

The Kitchen Coordinator's primary role is the preparation and provision of meals to the young people who attend the Flexible Learning Centre. The position involves working directly with children and young people on a daily basis and therefore must be able to demonstrate an understanding of appropriate child safeguarding behaviours when engaging with children. All young people are owed a duty of care while in the supervision of the position.

Key responsibilities:

The key responsibilities of this position are intended to describe the general nature and responsibility of work in this position. They are not to be construed as an exhaustive list of all responsibilities and skills required of the position. Employees will also be required to follow any other position related tasks, duties and instructions, EREA policies, and to perform other position related duties required to support the networks compliance with its legislative obligations. Through consultation with the employee, the Principal/delegate may vary the responsibilities of the position temporarily as required, but within the skills and responsibility levels appropriate to the position.

Professional Knowledge

- Preparation of foods meeting in with healthy eating guidelines (SMART CHOICES)
- Application of food safe practices in the preparation, storage and provision of meal
- Ability to use and care for equipment utilized in the preparation of school meals
- Financial management and budgeting skills for the purchasing and provision of groceries and supplies

Professional Practice

- Preparation and provision of food, while maintaining the kitchen and dining areas in accordance with WHS and Food Safe handling standards
- Provide breakfast and lunch to the school community in accordance with the Queensland department of Education and training guidelines, SMART CHOICES
- Ability to keep accurate records of purchases to assist financial reporting and preparation of reports as required
- Use of technology for but not limited to preparing meal plans, completing online grocery orders, checking emails
- Develop weekly meal plans that meet budgetary requirements as advised by the Head of Campus
- Provision of hospitality for special events as required
- Assisting Teaching staff delivering the Independent Living Skills short course

Professional Engagement

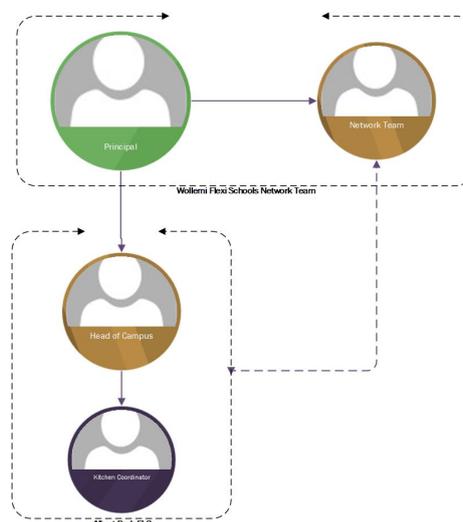
- Building positive relationships with staff and young people enrolled at the school
- Effective communication skills including high levels of customer service
- Participate in professional development and supervision and operate within the context of EREA Youth+ policies and procedures
- Assisting young people with food preparation in collaboration with other staff members at the school
- Building relationships with stakeholders around food donations (OzHarvest, Second Bite)

Mandatory Qualifications, conditions and requirements

- Certificate level qualification and/or previous equivalent experience in the hospitality industry
- Hold or ability to obtain a Food Supervisors Certificate (in initial six months of employment)
- Applicants must hold or have the ability to attain a current Blue Card before commencement as per the No Card No Start Blue Card system legislation (<https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/regulated-industries-and-licensing/blue-card-services>)
- Computer literacy
- It is a preferred that the applicant hold a current 'C' drivers licence

Working Relationships

- The Kitchen Coordinator reports directly to the Head of Campus and has no direct line supervision responsibilities for any staff. The position works collaboratively with all staff at the school but specifically the Head of Campus daily.



How you will be assessed?

The selection process may include the following:

- Written assessment, online application
- Panel interview
- Work scenarios, portfolio

Interested in applying?

To be considered for the role you need to email the following documents to

Wollemi.recruitment@ereafsn.edu.au

- **Cover letter** – addressing why you wish the position, why you would be the best candidate based off of the key responsibilities listed above
- **Current resume** – including contact details of two referees (one of which is your current supervisor if applicable)

As this position has ability for immediate commencement applications will be reviewed as received.