

## RUSU Realfoods Café Cook – Bundoora (Temporary Part Time)

**Position No.**

**Organisational Unit** Sustainability

**Location** Realfoods Café Bundoora (Bld 220). May be offered shifts at City Campus Realfoods.

**Classification** SUE 1

**Salary** \$62,747 full time equivalent plus superannuation

**Superannuation** UniSuper or other as indicated by Incumbent

**Employment Type** Temporary Part Time (14 Feb to 1 June 2022).

Flexible band of hours (minimum 14 hours/week- Maximum 35). Daytime - Monday to Wednesday plus occasional Thursday shifts available..

**Other Benefits** RUSU employees are covered by an Enterprise Agreement

**Contact** Send in a cover letter addressing the selection criteria **and** CV attached to an email entitled "Realfoods Café Cook to: [realfoodsjobs@rmit.edu.au](mailto:realfoodsjobs@rmit.edu.au)

**Closing Date** **5pm Sunday 30 January 2022**

**Advice to Applicants**

By the closing date applicants must:

- 1) Provide a cover letter addressing the selection criteria
- 2) Provide a detailed curriculum vitae with the names and contacts for 2 referees

## About the RMIT University Student Union (RUSU)

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The RMIT University Student Union (RUSU) is the representative body of around 75,000 RMIT University students and is an independent organisation from RMIT University. RUSU has an annual operating budget of over \$4 million and employs over 25 paid staff members and 15 student casuals. It is governed by 28 elected student office bearers, most of who receive an honorarium. RUSU's main offices are in the CBD; however, we operate offices and provide services on outlying campuses in Bundoora and Brunswick.

RUSU represents students' interests and undertakes a vast range of activities that enhance and foster an active and informed student life on campus. This is done through:

- The provision of student information and referral services.
- Undertaking campaigns, education and training programs, forums and workshops, including the promotion of student welfare, advocacy and student complaint resolution.
- Providing a diverse range of social and cultural activities and free food events
- Coordinating a wide range of student clubs
- Providing a professional volunteer program for RMIT students.
- Operating RUSU Realfoods – ethical, sustainable, plant-based cafes.
- Producing student publications, operating a TV production house and maintaining a website/social media presence.

All staff and student representative positions are required to operate within the parameters of the Student Union Constitution, Regulations, Policy and the staff Enterprise Agreement. All staff are supervised and directed by the annually elected student representatives.

## Working Environment / Important Personal Attributes

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This position within RUSU and the Realfoods Café City offers a unique and rewarding working environment whereby student representatives are the managers and supervisors and the paid staff work alongside trained student volunteers.

All Realfoods volunteers receive induction and training relevant to the work they will undertake in the Café, however the levels of skill, experience and time as a Realfoods volunteer varies. The volunteers are enthusiastic, keen to learn and be mentored during their shifts. Therefore, RUSU Realfoods staff must be able to demonstrate excellent interpersonal skills and enjoy working with young adult volunteers in a dynamic, fun and at times busy environment.

They must also be willing to share their experience and mentor the volunteers, in basic food preparation and kitchen skills.

## Organisational Unit/Realfoods Cafe

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The Sustainability Department organises and creates many services and campaigns through the Student Union Council at RMIT. The department consists of an annually elected student Sustainability Officer, a collective of students and the Realfoods Cafe staff. RUSU Realfoods is a student-run vegetarian and vegan social enterprise Cafe specialising in the provision of healthy, ethical, sustainable, plant-based food and coffee on campus.

### ***Realfoods Café – City Campus***

While RUSU Realfoods has operated at RMIT for many years, in September 2017 we opened our new purpose built (full cook facility) Realfoods café in a central location on the RMIT city campus. Our café trades from Monday – Friday during semester.

Realfoods City Cafe is staffed by; the Realfoods Café Barista/ Café Assistant and the Realfoods Cook. The Café also relies on the work of experienced student casuals and our dedicated student volunteers.

### ***Realfoods Café – Bundoora Campus***

RUSU operates a purpose built Café at RMIT Bundoora campus. The Bundoora Café trades during semester times only (13 weeks). It has a full cook facility with hot meals and salads prepared on site as well as a range of grab-and-go savoury and sweet options. Realfoods Bundoora also serves quality barista made organic fairtrade coffee.

### **Realfoods Staff & Volunteers**

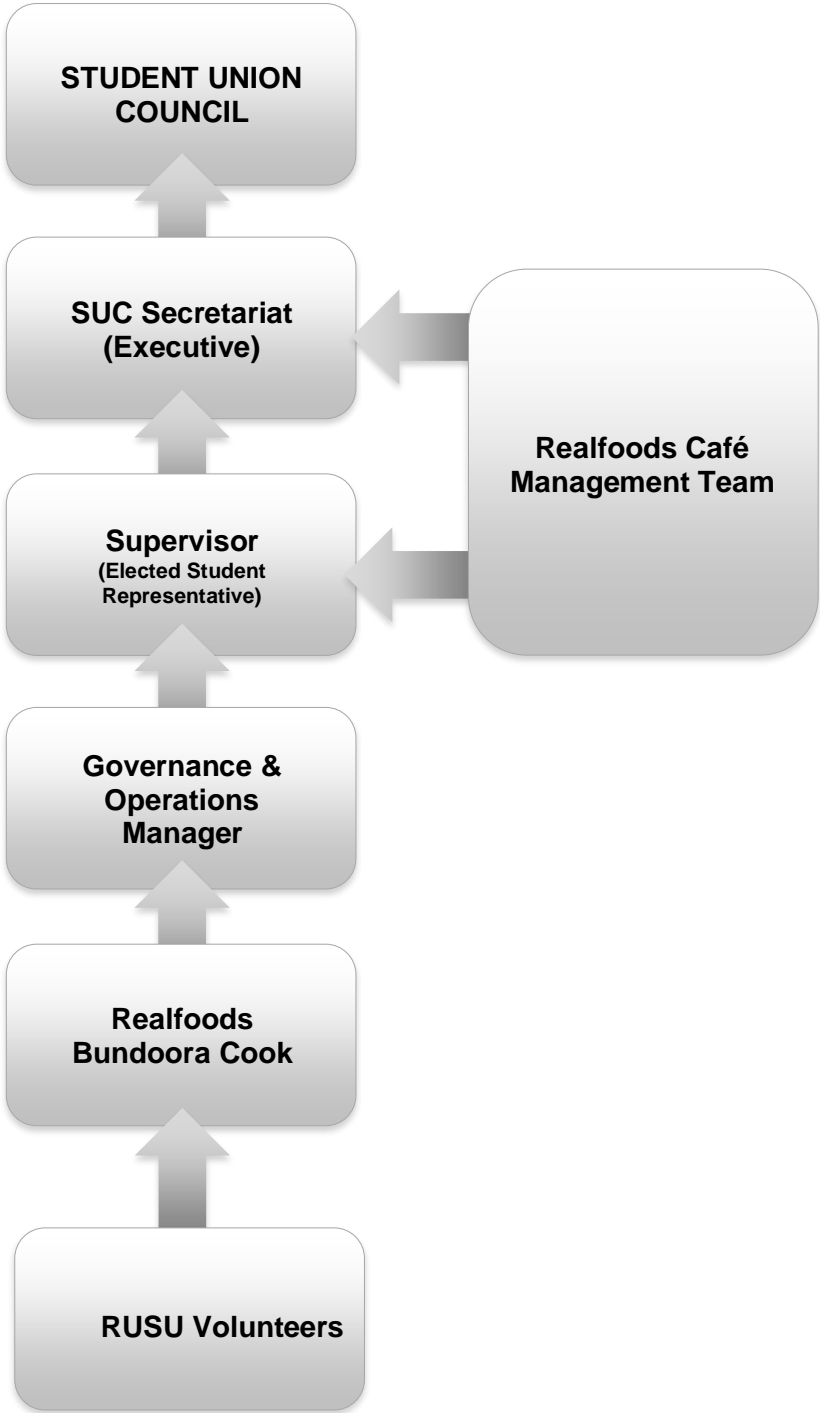
Our Realfoods Cafés are supported by RUSU student volunteers and student casuals working across the campuses.

### ***Oversight & Direction***

All Realfoods staff are supervised and directed by a senior elected student representative. They report through and may receive direction from this student supervisor through the Governance & Operations Manager.

The overall cafe operations are coordinated and overseen by the Realfoods Cafe Management Team. The Realfoods Cafe Management Team is responsible for; ensuring that both cafés are operating in accordance with the lease agreement and (established) operational plan, compliance matters, drafting the annual Realfoods Café budget, monitoring and review of Café finances and performance. The RCMT works closely with the core Realfoods café staff team.

Organisational Chart



## 1. Position Summary

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The RUSU Realfoods Café Cook Bundoora position will be engaged a minimum 3 days per week based on rostered hours. During peak catering periods additional hours/ working days may be offered. The Realfoods Cook is responsible for the preparation of high quality **vegetarian and vegan food** for the Realfoods Café. This includes; the meals of the day (curries, stir-fry, dahl etc.), soups, salads, wraps, rolls and condiments.

The Realfoods Café Management Team (RCMT) will provide the overall menu plan (with input from the Cook and other Realfoods staff). There is scope within the menu plan for the Cook to provide variety and inspiration for the meals. The Cook will provide information to the Realfoods Café Management Team to facilitate the forecasting and planning of food purchases and they will assist with stock control.

The Realfoods Cook will primarily focus on food preparation and maintaining a clean and safe food preparation area. The Realfoods Cook may be required to ensure that the Café is ready for opening with food heated and on display and front of house operations set up.

Working alongside volunteers particularly in the kitchen is central to the role. RUSU volunteers will generally assist with food preparation, maintaining a clean kitchen and preparing the Café for opening. Volunteers will receive training from other relevant staff as well as formal training in Food Safety and in some cases kitchen skills. However, the prior experience and skill level of the volunteers varies, so the Café Cook must be adaptable to the varied levels of kitchen-hand support that the volunteers provide. They may be required to provide basic guidance and instruction to volunteers who are assisting them.

Given the Realfoods Café is a small operation and other paid café staff or volunteers may not always be onsite, the Realfoods Cook may also be required to undertake everyday operational tasks such as; opening of business, cleaning, customer service and receiving Café stock where required. We are a small team and 'all hands on deck' are required when busy.

## 2. Key Responsibilities

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- Preparation of high quality vegetarian and vegan cuisine for the Realfoods Café. This includes; the meals of the day (curries, stir-fry, dahl etc), soups, salads, wraps, rolls and condiments as well as preparation of promotional items.
- Providing information, advice and suggestions to the Realfoods Café Management Team to enable them to oversee and provide direction on the Café menu and operations.
- Receiving and managing stock in line with established procedures.
- Ensuring that food handling practices comply with industry standards and legislative requirements for food handling and OH&S, including ensuring that food preparation, storage and washing areas are clean, safe and well maintained.
- Working alongside, assisting and supporting student volunteers, particularly the kitchen-hand volunteers.
- Being aware of and complying with RUSU Volunteer Policies and Procedures.
- In the absence of the part time Café staff, responsibility for basic everyday operational tasks (including front of house operations) such as; opening of business, cash transactions, customer service, cleaning, and receiving Café stock.
- Contributing collaboratively towards the achievement of the aims and objectives of the Student Union and undertaking other relevant duties as required.

### **3. Selection Criteria**

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#### **3.1 Essential**

- Previous experience as a chef or cook preparing vegetarian and vegan cuisine.
- Knowledge of and commitment to food safety and hygiene principles and practice including holding a Food Safety Supervisor Certificate or equivalent.
- Demonstrated sound understanding of diverse dietary specialisations (e.g. vegetarian, vegan, gluten-free) and ability to prepare food and drinks to meet these requirements.
- Experience working with volunteers and a genuine desire to involve and assist kitchen volunteers in the preparation of food and drinks for the café.
- Prior experience with menu planning and pricing.
- Demonstrated understanding of and commitment to organic, vegetarian and fairtrade principles and practices.
- Well-developed communication and organisational skills.
- Enthusiasm for working with and for students in the tertiary environment and an understanding of and commitment to the principle of student control over student affairs.

#### **3.2 Desirable**

- Demonstrated experience in front of house café operations including point of sale and customer service.
- Current First Aid Certification.

### **4. Special Requirements**

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Successful applicant will be required to hold a valid Working with Children Check.

A probationary period of 6 months applies to this position.

### **5. Job Complexity, Skills, Knowledge**

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#### **Level of supervision**

The incumbent works under the general direction of an annually elected senior student office bearer (usually the President) who will provide direction from the Realfoods Café Management Team. They report to and may receive direction from this student supervisor through the Governance & Operations Manager.

They work in accordance with established policies and procedures and the RUSU Realfoods Operational Plan and lease agreement.

This position is required to brief the student supervisor and/or Governance and Operations Manager on any important issues that arise during the course of their work.

The duties of this position are conducted collaboratively with Student Union Office Bearers and staff, in particular with the RUSU President, Sustainability Officer, Realfoods staff and Governance & Operations Manager.

The Governance & Operations Manager will be available to provide support to and troubleshooting for the incumbent. The incumbent will have support from the Student Engagement Officer with issues related specifically to volunteers.

## **Professional and organisational knowledge**

The position requires an understanding of the philosophy of healthy and organic food options and preparation of vegan and vegetarian cuisine, food handling, food preparation skills, and point of sale experience.

The incumbent is also required to have a knowledge of and commitment to food safety and hygiene principles and practice, including a current Food Safety Supervisor Certificate or equivalent.

## **Task level**

The position requires the application of experience and knowledge of the RUSU Realfoods Café as obtained through their employment in the Café. The incumbent will generally work alongside the other paid Realfoods staff members and operate within established processes and procedures. The incumbent will have support available from the Governance & Operations Manager and Student Engagement Officer (where issue related to specifically to volunteers).

The incumbent may also undertake project work and/or other duties as directed by the supervisor or supervising body consistent with Key Responsibilities.

## **This position description is approved by:**

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Supervising Body (Secretariat).....Date: 8 February 2021  
Staffing Committee: .....Date: 2 February 2021  
Classifications Committee: .....Date: 3 December 2015