

POSITION DESCRIPTION

Position Title	Cook/Kitchen Coordinator
Position Status	Permanent Part Time
Reports To	Executive Manager Finance & Corporate Services
Department	Kitchen
Location	165 – 169 Brunswick St, Fitzroy VIC
Direct Reports	2
Award & Classification Level	SCHADS Award 2010 Social & Community Services Employee – Level 4
Date Reviewed	28/06/2022
Next Review Date	28/06/2024

Mission Statement

Inspired by the spirit of the Daughters of Charity, St Mary's House of Welcome seeks to further Social Justice by standing with disadvantaged people offering support, solutions, and hope.

Vision

St. Mary's House of Welcome will be universally acknowledged as a professional, cost efficient and effective organisation providing relevant services to the homeless and disadvantaged in accordance with the Vincentian Spirit.

Leading practice, effective partnerships, industry connectedness, secure public and private funding and the pursuit of opportunities to establish satellite services will be operating hallmarks.

St. Mary's House of Welcome will be a voice for its clients, a fearless advocate for their rights with a commitment to empowerment and restoring independence.

Values

Respect | Relationships | Welcoming | Hopefulness | Responsiveness

POSITION PURPOSE

The Cook/Kitchen Coordinator is responsible for administering and managing the meals service in accordance with the philosophy of the Works of the Daughters of Charity and providing meal services to our service user community. These meals include breakfast, lunch, morning and afternoon tea (or as otherwise arranged).

SPECIFIC ACCOUNTABILITIES

Include but are not limited to:

General Catering/Kitchen Duties

- Consult with the Homelessness Program Manager daily regarding service demand and staff support in meal service
- Work to support the use of rescued food as core kitchen supplies from SecondBite, FoodBank and donors/food grants. After exhausting avenues for rescued or donated supplies, order an adequate level of supplies to cover and ensure a quality meal service, where a food order exceeds \$200 in any one single order – seek approval from the Financial Controller
- Oversee pick up and reporting on site of daily food deliveries from SecondBite, FoodBank and Coles/Woolworths/other donors with kitchen hands and/or volunteer drivers
- Ensure that all persons involved in food handling strictly observe all principles of hygiene and safe food handling regulations in their work routines

- Supervise and engage volunteers who are our support workforce and who assist in the kitchen with food preparation activities, washing dishes and serving meals. Work with the Manager, Mission & People to organise rostering, reviewing weekly and forecasting needs.
- Oversee/implement the training of volunteers in satisfactory food preparation and food handling.
- Serve fresh nutritious meals attractively at the times appointed and at appropriate temperatures – ensuring dietary needs established where possible for service users.
- Maintain log for temperatures of food and refrigerators.
- Prepare a weekly menu which can be rotated, according to availability of produce at any given time, and plan and resource supplies for advance catering requirements in times of leave
- Prepare monthly reports on agreed kitchen statistics for monthly reporting, including cleaning schedules, temperature logs, stock rotation, Food packaging and dating
- Ensure SecondBite reporting updated daily on line
- In consultation with CEO and the Executive Management Staff, cater for special functions at SMHOW (including Board meetings, external donor engagement and program activities)
- Management of all contracted equipment and cleaning maintenance for the kitchen which includes management of: contracts for waste removal, pest control and equipment maintenance. Ensuring that new/emerging maintenance issues are reported to the Financial Controller for action.

Catering Management

- Comply with all regulations of the City of Yarra Food Safety Regulations and food preparation safety requirements and maintain a high-grade Food Safety Inspection Audit annually
- Develop and maintain food support sponsor/donor relationships
- Statistics are kept and recorded in terms of the numbers of clients attending and the meals served, and food safety data
- Maintain the kitchen Hand-over register for kitchen staff and provide staff supervision to all kitchen staff as and when needed

Other duties

- Oversee the kitchen hand daily work activities
- Participate in ad hoc projects/duties as assigned from time to time
- Supports kitchen safety planning for Level 1 kitchen and clients program relating to: cooking skills, food preparation and food handling
- Responsible for risk identification and reporting
- Actively participates as a member of the OH&S Committee meetings
- Contributes to and undertakes quality improvement initiatives relating to the program and organisation.

POSITION DIMENSIONS / PERFORMANCE TARGETS

Position Dimensions	Performance Targets
Meals served on time daily	Breakfast served 8.30am; lunch 12.00pm
Food Safety Audits	100% compliance with random external audits
Compliance with all food health and safety requirements at all times.	Ensure food pick ups/deliveries on time and staff returned on site safely
Internal and external reporting	Daily and monthly statistical and program reporting.

RELATIONSHIPS

Internal	External
Chief Executive Officer	SMHOW's clients, donors, supports and volunteers

Members of the senior management team	Key operational stakeholders
Manager Homelessness & AOD Program	
Manager, Mission & People – volunteer supports	

EXPERIENCE / QUALIFICATIONS

Experience	Qualifications
Experience as a cook/kitchen coordinator, preferably in a similar environment managing staff and volunteers	Tertiary catering and food handling qualifications
Comprehensive knowledge of the relevant Food Safety legislation and guidelines	Current Driver's licence
Experience in the management and implementation of a catering service	First Aid certificate
Computer proficiency in MS Office suite and Explore	Pre-employment: <ul style="list-style-type: none"> National Police Record check/clearance Working with Children check

SKILLS

Good interpersonal skills and an ability to relate to people of diverse backgrounds	High level of 'customer orientation'
Ability to use initiative, particularly in times of crisis	Understanding of the principles of nutrition, hygiene and food handling and an ability to apply these

KEY COMPETENCIES

Professionalism	Resilience
Teamwork	Cultural awareness
Client focussed	Integrity
Accountability	Flexibility
Adapt and learn from experience	

NOTES

- Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all-inclusive. The Company may require you to undertake additional responsibility's or work in other areas to those outlined in this position description subject to business requirements and your skills and competencies.
- A statutory requirement of every role requires that you ensure awareness and compliance with all relevant legislation that impact your work area, such as Work, Health & Safety.
- You must ensure that:
 - all activities are conducted in accordance with relevant Company policies, procedures and practices;
 - uphold ethical standards and values and act with honesty, integrity and good faith at all times;
 - ensure that you act in ways that advance the organisation's objectives, values and reputation.

INCUMBENT STATEMENT

I _____ (Incumbent Name) have read, understood and accepted the above Position Description.

Signed: _____

Date: ____/____/____

Manager Name: _____

Date: ____/____/____

Signature: _____