

Position Description

Position Title	Common Bean Chef/Cook
Department	Circular Economy and Sustainability
Mode of Employment	Casual
Program Area/Service Unit	Common Bean Café
Award/Agreement/ Classification	Neighbourhood Houses and Adult Community Education Centres (NHACE) Collective Agreement 2024 Level 3.2
Reports To	Common Bean Team Leader
Location	Kangan Institute, Broadmeadows DPV Health, Broadmeadows
Work from Home	This position is not eligible to work from home.

Banksia Gardens Community Services

Banksia Gardens Community Services (BGCS) is a vibrant community services organisation and registered charity operating in the northern suburbs of Melbourne. With a strong commitment to community development and action research principles, our programs focus mainly on education and training, young people, early childhood, environmental sustainability, diversity equity and inclusion, and community participation and advocacy.

Mission

Banksia Gardens Community Services will be a leader in education, training and community engagement programs in Hume City and the northern suburbs. Our services will provide opportunities, particularly for those experiencing disadvantage and poverty, that lead to further education and employment pathways, enhance well-being and transform lives. Banksia Gardens Community Services will also focus on social justice advocacy and give voice to those in our community who suffer injustice.

Principles

1. **Respect** – We genuinely acknowledge, respect and celebrate our diverse values, beliefs, efforts, ideas, abilities and backgrounds.
2. **Integrity** – We maintain high standards of integrity, ethics, honesty and conscientiousness by taking responsibility for our actions and behaviours.
3. **Radical Inclusion** – We create and advocate for systems that promote equity, resilience, agency and voice so our community is empowered to be its best.
4. **Gender Equity** – We apply rigorous intersectional lens across the breadth of our work to ensure leadership towards a safe and respectful community for people of all genders and identities.
5. **Sustainability and Circular Economy** – We apply a circular economy and green lens across the entire organisation to ensure we become leaders that contribute to a sustainable future for our community.
6. **Social Justice** – We embed human rights principles in our work and boldly communicate our stance on global and local issues that impact our community.
7. **Community Development** – We believe in a holistic community development approach grounded in principles of empowerment, social justice, radical inclusion, self-determination and collective action.

Position Scope and Summary

Reporting to the Common Bean Team Leader, The Common Bean Chef/Cook will be responsible for the day-to-day operation of the kitchen across the Common Bean cafés and catering services. The role prepares high-quality food, develops seasonal menus, maintains food safety standards and supports the delivery of catering services.

The Common Bean Cafés & Catering are one of our social enterprises established to provide a space for young people to gain work experience and develop their skills and confidence required in finding work and/or reengaging in education.

As part of Banksia Gardens Community Services' Good Start program, the position also provides on-the-job coaching and mentoring to young people, trainees and volunteers, helping them develop practical hospitality skills, confidence and workplace behaviours that support long-term employment outcomes.

The position plays an active role in embedding circular economy and sustainability principles by minimising food waste, utilising locally grown and seasonal produce where possible, and contributing to environmentally responsible hospitality practices. The role works with the Circular Economy & Sustainability team to ensure café practices align with Banksia Gardens Community Services' sustainability objectives, while also supporting young people to build practical skills and awareness around sustainable hospitality and food systems.

Key Accountabilities

1. **Food preparation and kitchen operations:** Support the preparation and delivery of high-quality food across cafés, catering and community activities, including menu planning, presentation, kitchen workflow and cost control.
2. **Catering:** Support the preparation and coordination of catering to ensure orders are delivered on time and to a high standard for internal and external clients.
3. **Training and participant support:** Provide practical kitchen training and support to Good Start participants, trainees and volunteers to build workplace skills, confidence and employability.
4. **Food safety, WHS and compliance:** Maintain safe and compliant kitchen and café environments in line with food safety, workplace health and safety and organisational requirements.
5. **Administration, stock and reporting:** Support day-to-day kitchen administration, stock ordering and inventory control to maintain appropriate stock levels and minimise waste.
6. **Sustainability:** Support sustainable kitchen practices through the use of Common Green produce, waste reduction, recycling and composting.
7. **Collaboration and stakeholder engagement:** Work collaboratively with BGCS teams and support the promotion of Common Bean cafés and catering services.

Key Responsibility Areas

1. **Food preparation and Kitchen Operations**
 - Prepare and present high-quality meals and catering.
 - Develop and review seasonal menus in consultation with the Common Bean Team Leader.
 - Prepare food for café operations, catering and community events.
 - Ensure consistency in food quality and presentation.

Developed by/Date: D. Stoddart Aug 2026	Approved by: S. Donaldson Aug 2026
Scheduled Review: August 2027	Version No. 1

- Monitor kitchen workflow to ensure efficient service delivery.
 - Assist with recipe development and cost control.
2. **Catering**
 - Prepare and coordinate catering orders for internal and external clients.
 - Ensure catering is delivered on time and to a high standard.
 - Support menu planning for functions, meetings and community events.
 3. **Training and Participant Support**
 - Provide practical workplace training to Good Start participants, trainees and volunteers.
 - Demonstrate commercial kitchen practices and safe food handling.
 - Encourage participants to build confidence, teamwork and employability skills.
 - Model positive workplace behaviours and professionalism.
 - Support participants to achieve individual learning and employment goals.
 4. **Food Safety, WHS and Compliance**
 - Ensure kitchens and café spaces meet food safety, workplace health and safety and organisational requirements at all times.
 - Maintain clean, safe and compliant work environments.
 - Support incident reporting and continuous improvement practices.
 5. **Administration, Stock and Reporting**
 - Assist with ordering food and kitchen consumables.
 - Monitor stock levels and minimise waste.
 - Rotate stock using FIFO principles.
 - Assist with stocktakes and inventory control.
 6. **Sustainability**
 - Support environmentally sustainable kitchen practices.
 - Maximise use of produce grown through Common Green.
 - Reduce food waste through planning and reuse initiatives.
 - Promote recycling and composting practices throughout kitchen operations.
 7. **Collaboration and Stakeholder Engagement**
 - Collaborate with internal teams including Youth Employment, Community Development and Circular Economy & Sustainability.
 - Contribute to the promotion and visibility of Common Bean cafés and catering services.

Department and Organisational Context

BGCS has five operational departments. The Department of Circular Economy is responsible for the following areas: Common Bean & Catering social enterprises, Common Green social enterprise, Broady Bikes social enterprise, and sustainability education programs.

The Common Bean Chef/Cook works collaboratively with the following internal roles:

- Common Bean Team Leader
- Common Bean Cafe Assistants
- Common Bean Cafe & Catering Cook Trainee

Developed by/Date: D. Stoddart Aug 2026	Approved by: S. Donaldson Aug 2026
Scheduled Review: August 2027	Version No. 1

- Good Start interns
- Managers and project leads
- Community Development and Youth team
- Circular Economy and Sustainability teams

Training and Professional Development

- The Common Bean Chef/Cook is required to attend relevant training in: BGCS core training modules, and other internal training as required.

Accountability and Extent of Authority

- This position operates under the general guidance and supervision of the Common Bean Team Leader and in accordance with BGCS policies and Delegations of Authority.
- The Common Bean Chef/Cook will be required to make wide-ranging decisions and recommendations about operational matters.
- For complex matters, guidance and advice will be available within the necessary time frame.

Key Selection Criteria

Qualifications

- Certificate III or IV in Commercial Cookery.
- Current Food Safety Supervisor Certificate (or willingness to obtain).
- Minimum 2 years demonstrated experience as a chef or cook in a commercial kitchen.
- 3-5 years working in the hospitality industry.

Skills

- Experience preparing food for cafés and/or catering.
- Strong organisational and time management skills.
- Ability to work independently and as part of a team.
- Commitment to mentoring and supporting young people.
- Excellent communication and interpersonal skills.

Desirable

- Experience working within a social enterprise or community organisation.
- Experience supporting young people experiencing barriers to employment.
- Barista experience.
- Knowledge of environmentally sustainable food systems.
- NDIS Screening Check and NDIS modules complete

Principles

- Personal values and principles that align strongly with BGCS Principles of Respect, Integrity, Radical Inclusion, Gender Equity, Sustainability and Circular Economy, Social Justice and Community Development.

Compliance and Access

- Current Working with Children Check (mandatory).
- Current Police Check or willingness to undertake check (mandatory).
- Current, valid Australian driver's licence and access to a reliable, registered, and insured private vehicle for work purposes (desired).

Organisational Responsibility

Workplace Health and Safety and Risk Management

All staff have a responsibility to workplace health and safety at BGCS. Staff are required to carry out their duties in a manner that does not adversely affect their own health and safety and that of others by reporting all incidents and injuries as well as co-operating with any measures introduced in the workplace to improve WH&S.

General

- It is the responsibility of all staff to work within BGCS's Code of Conduct and represent BGCS as a professional and client-focused organisation and to promote its range of programs and services.
- Comply with and contribute to BGCS's policies, procedures and work instructions.
- Carry out all other reasonable duties as directed, consistent with BGCS's strategic direction.
- Attend staff meetings, relevant internal meetings, program planning and professional development sessions.
- Engage in ongoing professional development and quality improvement activities.
- Participate and actively engage in monthly supervision.
- Be conversant with computer systems and other technology relevant to the position.

Additional information

- Banksia Gardens Community Services (BGCS) is an Equal Opportunity Employer.
- BGCS is an organisation that values diversity, equity and inclusion. All staff are required to have and/or develop an understanding of inclusive practice principles as they relate to the following vulnerable community groups: Aboriginal and Torres Strait Islander peoples, LGBTIQASB+, people with disability, culturally and linguistically diverse, and people experiencing poverty.
- The successful incumbent will be required to undertake and maintain a National Criminal History Check (NCHC) and hold a current valid Working with Children Check (WWCC).
- BGCS is committed to promoting and protecting the interests and safety of children. BGCS has **zero** tolerance of child abuse. All staff working at BGCS are responsible for the care and protection of children, reporting information about child abuse, and adhering to Child Safety Standards.
- BGCS is committed to the promotion of gender equity and the prevention of gender-based violence.
- BGCS reserves the right to vary the location of the position according to its needs and the needs of its clients and any future changes to BGCS's area of operation.
- Salary sacrifice arrangements are available to all staff subject to BGCS's ongoing Fringe Benefits Tax exempt status as a registered charity.

Acknowledgement

I acknowledge that I have read, understood and agree to the accountabilities and responsibilities outlined in the Common Bean Chef/ Cook Position Description. I understand that this Position Description should be read in conjunction with my Employment Agreement, relevant organisational policies and procedures, and I agree to comply with the terms and conditions within.

I confirm that I hold and will maintain the qualifications, skills, experience, licences and clearances required to perform the role, and that I will participate in required training and professional development to ensure I remain competent and compliant.

I understand that this Position Description may be reviewed and updated from time to time to reflect organisational priorities, operational requirements or changes to the role, following appropriate consultation.

Name: *(Please Print)*

Signature: *(Incumbent)*

Date: