

Position Description

Position title Food for Life Facilitator

Document ID

Department/Program Community Services

Classification SCHADS Level 4

Position reports to Manager, Homelessness

About McAuley

McAuley Community Services for Women's ([McAuley](#)) vision is a world that enables women and children to participate in society on their own terms - empowered to achieve their highest potential.

We start by providing accommodation and meeting immediate needs to support women and their children to be safe. We provide 24/7 refuge support, temporary accommodation, independent housing and supported community care.

Our integrated support model ensures woman and children receive the help they need when they need it. From their legal, financial, mental and physical health to social and community connection and longer-term security, we work to provide a complete and comprehensive response.

Family Violence - Women and children needing our support have experienced, or are at immediate risk of, serious harm: through physical and emotional violence, threats, sexual assault, and stalking. We work alongside them to plan their move towards a life free from violence.

McAuley House, Footscray and Ballarat, provide inhouse support to women who are homeless or at risk of homelessness, many of whom have also experienced family violence. The houses provide a place for rest, recovery and reconnection, as well as being a welcoming hub for women and children who have moved into the surrounding community.

We have a culture of innovation and are driven to provide the best solutions for meeting needs. And we advocate passionately for increased integration of services and improved support options for the people we work with.

Feminism, intersectionality, and **anti-oppressive** practices are imbedded within our client practice and our culture.

Our Values

Community: Women and children coming to McAuley feel that they belong and have the confidence to join other communities.

Hospitality: Everyone is met at McAuley as an equal and made to feel at home when they are there.

Compassion: McAuley will respect where women and children come from, and they will be heard and listened to with dignity.

Justice: Women and children have the right to live at home safely and free of fear.

Role Purpose

The Food for Life Facilitator is responsible for preparing the daily meals as well as leading empowering classes for groups and individuals around meal preparation, healthy eating, and hygienic cooking practices. Duties include:

- Providing meals that promote health and wellbeing and meet the individual dietary and nutritional needs of women, encouraging this through skill development and tailored teaching approaches.
- Creating and encouraging a hospitable, compassionate, and welcoming environment to all clients and visitors.
- Developing a framework for the cooking program that prioritises client's needs, strategic growth, and sustainable practices.
- Participate in case-coordination meetings and work in conjunction with Case Managers to identify and support participants to build upon their strengths, capabilities, interests, and objectives within the Skills 4 Life program or Food for Life program.

Role Accountabilities

- Oversee the planning and development of the kitchen and cooking programs.
- Support and have oversight of volunteers and external facilitators/contractors participating in the Food for Life program.
- As part of the over-all case plan, provide individualised or group work support for clients in terms of cooking, domestic abilities, living skills, cultural and dietary requirements.
- Initiate regular communication with program participants to identify goals, track progress towards goals, and encourage attendance and feedback and involvement in activities.
- Keep residents, relevant staff, volunteers and contractors informed and updated on program developments.
- Seek on-going feedback from participants, staff, volunteers and contractors to ensure continuous improvement of program development.
- Participate in the development and review of Skills for Life and Food for Life procedures and guidelines.
- Maintain appropriate program records including attendance records; case notes; program data; and program progress reports.
- Identify, plan and support events and activities that recognise and celebrate significant cultural, community and other important occasions for residents, participants and staff.
- Manage the daily operations of the kitchen, preparing meals with/ for clients in response to daily variances of health and wellness.
- Support residents, both individually and in group settings, to plan meals, select recipes, and build knowledge and skills to make healthy eating choices
- Research, plan and prepare healthy meals that accommodate diverse dietary, cultural and health requirements.

- Work collaboratively with the House Supervisor to manage food and housekeeping expenditure, including the purchase of groceries and kitchen supplies within budget guidelines.
- Develop and maintain effective partnerships with local and statewide food suppliers, including coordinating food orders and deliveries.
- Work in accordance with the Food Safety Program, Food Safety Supervisor and OH&S requirements within a class 2 Premises food service graded commercial kitchen.

Key Selection Criteria

- The ability to manage service obligations including confidentiality, duty of care, mandatory reporting, other relevant legislation and professional conduct.
- Preferred: Demonstrated experience working in a commercial kitchen, preparing meals for large groups while maintaining food safety and hygiene standards.
- Qualifications: Community Services and Cert IV Commercial Kitchen preferred. Food Safety Supervisor Qualification or willingness to obtain upon commencement in order to run a commercial kitchen.
- Demonstrated experience providing support in a kitchen setting to individuals and groups with trauma backgrounds and complex needs, fostering inclusion, wellbeing and meaningful participation.
- Highly developed communication skills including:
 - Communicating effectively with individuals from diverse cultural and linguistic backgrounds.
 - Build and maintain collaborative working relationships with external stakeholders, service partners and community organisations.
 - Work effectively within multidisciplinary teams, including the Skills for Life Team and Case Managers, to support positive client outcomes.
- Commitment to McAuley values; Community, Hospitality, Compassion and Justice.

Other information

All McAuley employees are required to:

- Comply with all organisational policies and procedures.
- Comply with all other relevant Commonwealth and State legislation.
- Understand and commitment to McAuley's operating framework, philosophy and values.
- Engage in performance discussions and reviews, demonstrating the ability to meet the expected standards of performance in relation to the requirements of the position.
- Observe and fulfil health and safety responsibilities as contained within the MacKillop 'WHSP-001 Workplace Health and Safety (WHS) Responsibility Statements' document.
- Sign and abide by MacKillop's Code of Conduct.

This position is offered for a probationary period of 6 months. This position description will be updated from time to time for various reasons including to reflect the developing needs of the organisation and/or legislative changes in the sector.

Mandatory requirements:

- Right to work in Australia
- Valid and current Victorian Driver's licence
- Satisfactory criminal history check conducted by MacKillop Family Services
- Valid and current Working with Children's Check
- Valid and current NDIS Worker Check

McAuley has an EEO exemption to accept applications from women only for positions where the employee is required to work where there is direct contact with vulnerable women and their children

Approval

Approver's full name: Jocelyn Bignold

Date: 01 October 2026

Approvers Position: CEO McAuley

Incumbent's full name:

Incumbent's signature:

Date:

HR Approval

Elanor Devitt