

Position Description and Person Specification

CONGREGATION:	Lefevre Uniting Church Taperoo
TITLE OF POSITION:	UnitingCare Taperoo Kitchen Coordinator
CLASSIFICATION:	<i>Miscellaneous Award 2020</i>
TYPE OF APPOINTMENT:	1 Year Fixed Term Part-Time (5 hours per week)

1. Summary of the broad purpose of the position in relation to the Church's goals

The Lefevre Uniting Church operates 2 separate community programs:

1. Lefevre Connections which was established to provide a community place at which:
 - neighbors and visitors can meet for a coffee and chat;
 - families have access to library resources and preschool children are encouraged to read with their families;
 - families can access affordable clothing; and
 - community events, conversations, workshops and programs are conducted.
2. UnitingCare Taperoo which operates an Emergency Relief Centre to provide people in need with nutritious frozen meals, fruit, vegetables, bakery products and second hand clothing.

The Kitchen Coordinator is responsible for coordinating the cooking and packaging of frozen meals that are distributed in the Emergency Relief Centre.

The role involves:

- planning the meals to be cooked; and
- coordinating the cooking, cooling, packaging, labelling and freezing of meals by volunteers.

2. Reporting and working relationships

The Kitchen Coordinator is accountable to the Chairperson of the Lefevre Uniting Church Council.

The Kitchen Coordinator will work closely with the members of the UnitingCare Taperoo committee to ensure sufficient food is available to be distributed each week.

3. Statement of key outcomes and associated activities

In planning the meals to be cooked, the Kitchen Coordinator will:

- ensure the meals are nutritious;
- cater for a range of dietary requirements (e.g. provide a vegetarian option);
- manage costs to enable the maximum number of meals to be provided from the grants and donations that have been received;
- where possible use the produce sourced from food programs including the SecondBite Community Connect program, Oz Harvest and Foodbank; and
- work cooperatively with the Coffee@63 coordinator and the UnitingCare Taperoo committee to maintain appropriate stock control and the purchase and storage of food and ingredients.

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In coordinating the cooking, cooling, packaging, labelling and freezing of meals by volunteers, the Kitchen Coordinator will:

- provide assistance, mentoring and training (as required) to the volunteers;
- reflect the ethos of the Uniting Church and the vision of the Lefevre Uniting Church to be recognised as a welcoming place that offers friendship and cares for the community;
- ensure the cooking, cooling, packaging, labelling and freezing of the meals are in compliance with the food safety standards;
- work cooperatively with the UnitingCare Taperoo committee to establish and implement volunteer operating policies and procedures; and
- work cooperatively with the UnitingCare Taperoo committee to provide volunteer recognition.

Other

- Other duties within the scope and responsibilities of the role as directed by the Chairperson of the Lefevre Uniting Church Council.

PERSON SPECIFICATION

Personal abilities, aptitudes, skills

Essential

- A willingness to support and implement the mission, vision and goals of the Lefevre Uniting Church as they apply to UnitingCare Taperoo.
- Excellent interpersonal and communication skills with people across a range of ages.
- Demonstrated ability to work with and provide leadership to a team of volunteers.
- Demonstrated ability to manage priorities and time constraints.
- Demonstrated ability to work within and maintain operational policies and procedures.
- Ability to display initiative.
- Ability to maintain confidentiality.
- A preparedness to commit to the Christian ethos of the Uniting Church in Australia.

Knowledge of

Essential

- Relevant industry and government regulations (food safety, Workplace Health and Safety)

Desirable

- Computer knowledge (Microsoft Suite – Word/Excel/Outlook)
- Basic First Aid Certificate or a willingness to obtain certificate

Experience

Essential

- Experience in cooking for large groups of people (preferably in a commercial context)

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- Experience in working with and providing training to volunteers.

Conditions

- The successful applicant will be required to submit appropriate Department of Human Services screening and authority checks prior to the signing of an employment contract. Current satisfactory clearances are required at all times during employment.
- Current Driver's Licence and own transport required