

Position Description

Title	Meals Supervisor - Cook/Chef, Breezeway Meals Program
Business Unit	Resilient Communities
Location	105 Dana Street, Ballarat 3350
Employment type	Permanent Part-time (35 hours per fortnight)
Reports to	Breezeway Meals Coordinator

About Uniting

Uniting Vic.Tas is the community services organisation of the Uniting Church. We've been supporting people and families for over 100 years. We work alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

We empower children, young people and families to learn and thrive. We're there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We're proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we work in solidarity with Aboriginal and Torres Strait Islander people as Australia's First Peoples and as the traditional owners and custodians of this land. We celebrate diversity and value the lived experience of people of every ethnicity, faith, age, disability, culture, language, gender identity, sex and sexual orientation. We welcome lesbian, gay, bisexual, transgender, gender diverse and non-binary, intersex, and queer (LGBTIQ+) people at our services. We pledge to provide inclusive and non-discriminatory services.

Our purpose: To inspire people, enliven communities and confront injustice

Our values: We are imaginative, respectful, compassionate and bold

1. Position purpose

The role will be responsible for managing daily duties required to plan, cook and ensure timely delivery of a hot 2 course lunch and takeaway packs for people who are in crisis.

This role will also supervise and direct volunteers assisting in the kitchen, manage all kitchen operations relevant to the position, and Will assist the Breezeway Coordinator to ensure the safe and effective running of the program.

The incumbent will be required to complete a minimum 5-hour shift, and as this program operates 365 days per year the incumbent will be expected to work public holidays if they fall on a rostered day unless prior arrangement has been approved and alternate weekends.

2. Scope

Budget:

Nil

People:

Nil

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3. Relationships

Internal

- **Program Staff:** The Worker will communicate with and work co-operatively with all Uniting Staff and Volunteers
- **Service Users:** The Worker will ensure the needs and rights of participants continue to be the major focus of the programs and will deal with all grievances and input in line with Mission policies
- **Uniting Ballarat Staff:** All staff are part of the wider Mission team and the worker will liaise, meet with and share responsibility with other staff where appropriate and as directed, in line with the work of the whole organisation.

External

- **External Stakeholders:** Customers, Local retailers, Donors, Residents, Other Uniting Staff. All staff will be professional in their interactions and communications with external stakeholders and shall always uphold and represent the values of Uniting Victoria & Tasmania
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4. Key responsibility areas

Service delivery

- Ensuring the business complies with all relevant food safety standards and codes
- Preparation, cooking and serving of a two course hot meal to 70 plus persons daily
- Ensuring supervision and direction of volunteers in preparation of takeaway packs and general food preparation in the workplace ensuring their safety and that they maintain a high standard of personal hygiene.
- Menu planning to efficiently and creatively utilise donated produce and meats.
- Sorting and storage of donated produce and meats on a daily basis.
- Ensure stock rotation and timely reordering of stock to maintain adequate levels.
- Support Casual Staff with appropriate handover and ensure appropriate prep levels are maintained to allow continuity of service delivery.
- Handling any issues that arise within the business, inclusive of kitchen, dining room and client behaviour in a positive manner
- Reporting incidents that arise as per business requirements
- Other related duties as directed by Management.
- Comply with relevant Occupational Health and Safety standards
- Always Comply with Uniting policies and procedures and ensure Child Safety

Legal requirements and risk management

- Perform all functions in accordance with WH&S requirements.
- Always encourage WH&S within the workplace by maintaining a neat and clean work environment, bringing any WH&S issues immediately to the attention of a member of the WH&S Committee or your Manager.
- Ensure you are aware and work within the WH&S policies and procedures, including manual handling guidelines.

Personal accountability

- Compliance with Uniting's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
- Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us.
- Ensure appropriate use of resources.
- Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting's values and professional standards of behaviour.

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- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
 - Identify opportunities to integrate and work collaboratively across teams.
 - Take reasonable care for your own health and safety, and health and safety of others (to the extent required).
 - Promote a positive safety culture by contributing to health and safety consultation and communication.
 - Promptly respond to and report health and safety hazards, incidents and near misses to line management
 - Attend mandatory training sessions (i.e. equal employment opportunity, health, and safety) and mandatory training specific to position.
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5. Performance indicators

- Actively assist in the daily running of BreezeWay Meals Program core values
 - Ensure all reporting aspects are completed for all shifts worked
 - Assist in implementing continuous improvement of quality systems and processes where relevant to position.
 - Actively participate in an annual performance review process.
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6. Person specification

Qualifications

- Trade qualification or demonstrated commercial kitchen experience highly regarded.

Experience

- Knowledge of food handling requirements.
- Experience working in a commercial kitchen.

Core selection criteria

- Values alignment: ability to demonstrate and authentically promote Uniting's values.
 - An understanding of menu planning and large scale meal production.
 - Possess or be prepared to obtain Food Safety Supervisor accreditation.
 - Ability to complete Food Supervisor Training and comply with all current Food Handling requirements.
 - Provide a non-judgmental approach to all staff, volunteers and clients.
 - Ability to creatively plan a nourishing, well balanced two course daily menu and sandwich packs.
 - Demonstrated efficient time management to ensure all appropriate levels of preparation and stock is on hand at the beginning of each shift.
 - Ability to supervise volunteers in all aspects of food preparation and serving of meals.
 - Demonstrated ability to be flexible and show initiative.
 - A commitment to participate in regular in-service and ongoing professional development opportunities.
 - Current Victorian driver's license.
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7. We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and relevant Working With Children Check (and NDIS Worker Screening Check where relevant) to your State prior to commencement of any paid or unpaid work and/or participation in any service or undertaking.

This position description is subject to review and may change in accordance with Uniting's operational, service and consumer requirements.

8. Acknowledgement

I have read, understood, and accepted the above Position Description

Employee

Name:		
Signature:		
Date:		