



Position Description: Kitchen Coordinator

- FLC:** Mount Isa Flexible Learning Centre, Wollemi Flexi Schools Network
- Location:** Mount Isa, North West Queensland
- Classification:** Service Staff Level 3.1 – 3.4
- Salary:** Service Staff Level 3.1- 3.4 (\$29.77 – \$31.04 per hour as of 1 May 2021)
As per Catholic Employing Authorities Single Enterprise Collective Agreement – Religious Institute Schools of Queensland 2019-2023
- Employment Status:** Part Time Term Time (not required to work during school holidays)
Fixed Term until 3 December 2021
27 hours per week, 7 hours Monday, 5 hours per day Tuesday to Friday
- Contact:** **Name:** Stephanie Bouzige
Phone: 0459 950 382
Email: Wollemi.recruitment@ereafsn.edu.au
- REF:** MIFLC/KC/0721

Edmund Rice Education Australia (EREA) is a child safe organisation committed to the protection of children and has a zero tolerance of abuse of children. Wollemi Flexible Schools Network (FSN) being a subsidiary of EREA is also committed to ensuring the safety, wellbeing and dignity of all children and young people therefore, all applicants will be subject to EREA and legislative screening procedures. These checks are consistent with EREA's commitment to child safeguarding policies and procedures. This includes complying with our Child Safeguarding policy and code of conduct.

Wollemi FSN is an equal opportunity employer that promotes the safety and wellbeing of Aboriginal and Torres Strait Islander children and encourages applications from Aboriginal and Torres Strait Islander people.

Who are we?

The Mount Isa Flexible Learning Centre (FLC) is a coeducational Catholic school in the Edmund Rice tradition that offers a full time and multi-year secondary education and social inclusion program for young people who have disengaged from mainstream structures. Young people enrolled may express a broad range of complex education and social needs and the school responds with a variety of flexible and innovative social inclusion and learning experiences. Mount Isa FLC provides young people with a varied and holistic set of learning experiences, supporting them to meet their potential now and into the future.

Further information can be found at www.ereafsn.edu.au or www.erea.edu.au

Principles of Operation (Respect, Participation, Safe and Legal, Honesty)

The four principles of operation that all Flexible Learning Centres operate under are Respect, Participation, Safe and Legal and Honesty. This way of being is a significant point of difference from mainstream schooling. The principles provide boundaries to a "common ground" among staff, young people and families. They support people within the school community to resolve conflict, negotiate learning, and recognise rights and responsibilities. Respect, Participation, Safe and Legal and Honesty

are modelled and explored both within the group and individually. A primary responsibility for this role is to maintain fidelity to Operation by Principles.

What is the role?

The Kitchen Coordinator's primary role is the preparation and provision of meals to the young people who attend the Flexible Learning Centre. The position involves working directly with children and young people on a daily basis and therefore must be able to demonstrate an understanding of appropriate child safeguarding behaviours when engaging with children. All young people are owed a duty of care while in the supervision of the position.

Key responsibilities:

The key responsibilities of this position are intended to describe the general nature and responsibility of work in this position. They are not to be construed as an exhaustive list of all responsibilities and skills required of the position. Employees will also be required to follow any other position related tasks, duties and instructions, EREA policies, and to perform other position related duties required to support the networks compliance with its legislative obligations. Through consultation with the employee, the Principal/delegate may vary the responsibilities of the position temporarily as required, but within the skills and responsibility levels appropriate to the position.

Professional Knowledge

- Preparation of foods meeting in with healthy eating guidelines (SMART CHOICES)
- Application of food safe practices in the preparation, storage and provision of meal
- Ability to use and care for equipment utilized in the preparation of school meals
- Financial management and budgeting skills for the purchasing and provision of groceries and supplies

Professional Practice

- Preparation and provision of food, while maintaining the kitchen and dining areas in accordance with WHS and Food Safe handling standards
- Provide breakfast and lunch to the school community in accordance with the Queensland department of Education and training guidelines, SMART CHOICES
- Ability to keep accurate records of purchases to assist financial reporting and preparation of reports as required
- Use of technology for but not limited to preparing meal plans, completing online grocery orders, checking emails
- Develop weekly meal plans that meet budgetary requirements as advised by the Head of Campus
- Provision of hospitality for special events as required
- Assisting Teaching staff delivering the Independent Living Skills short course

Professional Engagement

- Commitment to work under the four principles of operation, Respect, Safe and Legal, Honesty and Participation
- Building positive relationships with staff and young people enrolled at the school
- Effective communication skills including high levels of customer service
- Participate in professional development and supervision and operate within the context of EREA Youth+ policies and procedures
- Assisting young people with food preparation in collaboration with other staff members at the school
- Building relationships with stakeholders around food donations

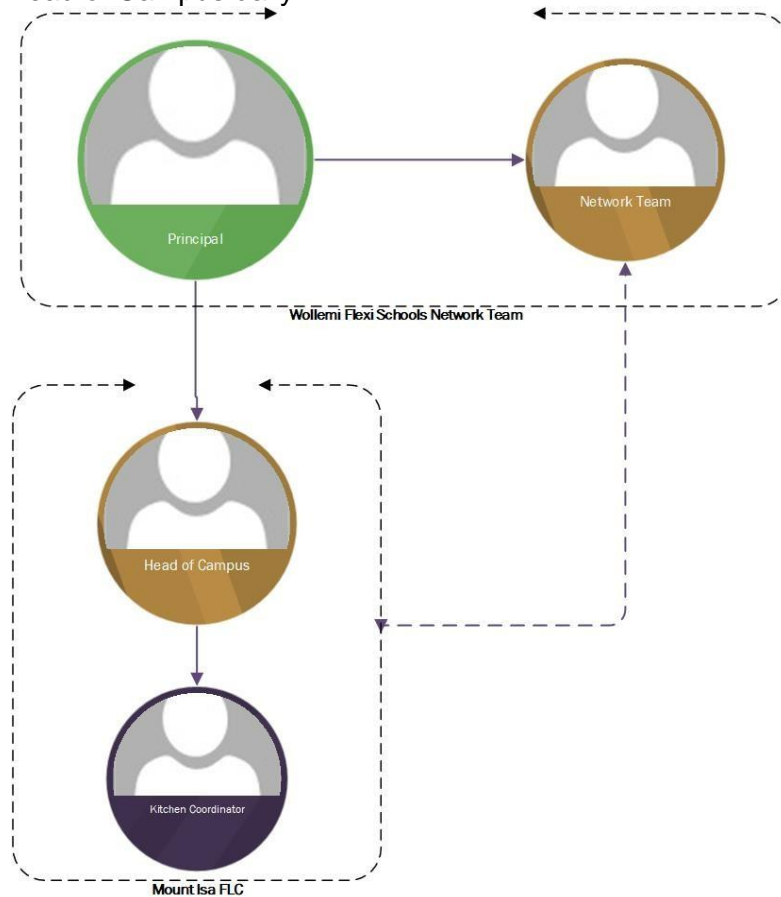
Mandatory Qualifications, conditions and requirements

- Certificate level qualification and/or previous equivalent experience in the hospitality industry
- Hold or ability to obtain a Food Supervisors Certificate (in initial six months of employment)

- Applicants must hold or have the ability to attain a current Blue Card before commencement as per the No Card No Start Blue Card system legislation (<https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/regulated-industries-and-licensing/blue-card-services>)
- Computer literacy
- It is a preferred that the applicant hold a current 'C' drivers licence

Working Relationships

- The Kitchen Coordinator reports directly to the Head of Campus and has no direct line supervision responsibilities for any staff. The position works collaboratively with all staff at the school but specifically the Head of Campus daily.



Interested in applying?

To be considered for the role you need to email the following documents to Wollemi.recruitment@ereafsn.edu.au

- **Cover letter** – addressing why you wish the position, why you would be the best candidate based off of the key responsibilities listed above
- **Current resume** – including contact details of two referees (one of which is your current supervisor if applicable)

As this position has ability for immediate commencement applications will be reviewed as received.