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| Position Title: | Catering Co-ordinator |
| Position Type: | Full time |
| Location: | Doxa Malmsbury Youth Camp Office, Glenlyon |
| Reporting Relationship: | Operations Manager |
| Remuneration: | $70,400 inclusive of superannuation for the full -time role plus PBI benefits |
| Reviewed: | December, 2021 |

**The Context**

The Doxa Youth Foundation is a community-based organisation that was established in 1972. We offer a range of programmes to extend opportunities for disadvantaged children and young people across Victoria. We have a particular focus on providing camps and assisting young people to succeed in their studies and the workforce.

**Roles and Responsibilities:**

The position is primarily responsible for managing the day-to-day operations of the kitchen and ensuring that our guests have adequate amounts of delicious food at our Malmsbury Camp.

**Duties**

* Manage day to day operations of the kitchen
* Develop menus and regularly add new recipes to keep them fresh.
* Plan menus with the budget in mind and maintain accurate costings.
* Prepare quality food in adequate quantities and deliver at the agreed upon times.
* Ensure wastage is minimal by careful supervision of food preparation.
* Meet special dietary requirements of both campers and staff.
* Take stock of ingredients and equipment and place orders to replenish.
* Coordinate kitchen staff and assist them as required.
* Employ food safety best practice and make sure all kitchen staff do the same.
* Keep the kitchen clean and sanitise surfaces regularly throughout the day.
* Proactively promote safe work practices.
* Maintain an environment and culture that facilitates learning and creativity.
* Facilitate our programme where children harvest and cook food from our kitchen garden.
* Be available for functions as they arise to ensure that food is prepared and served as required.
* Respond to and handle any camper problems and complaints about catering.
* Participating in supervision and professional development.
* Attending relevant internal and external meetings.
* Other duties as required.
* **Selection Criteria:**

Essential:

1. Previous experience working as a chef.
2. Strong skills in creating and delivering interesting menus.
3. Demonstrated track record in purchasing, ordering and cost management.
4. An understanding of food safety and OHS standards and compliance.
5. Excellent organisational skills with the capacity to multitask and prioritise.
6. An ability to relate well to a broad range of people including children, teachers and camp staff

Special Requirements*:*

* Victorian Working with Children Check
* Must undergo a National Criminal History Check prior to employment.
* Current Drivers Licence
* Formal trade qualifications in Commercial cooking or equivalent

Desirable:

* Staff supervision skills.

**Contact Person:**

For further information about the position, please contact Sean Adam on 03 5473 4310.