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| Position Title: | Chef/cook |
| Position Type: | Casual or Permanent Part time (Wednesday to Friday during business hours and some weekends.) |
| Location: | Doxa Malmsbury Youth Camp Office, Glenlyon |
| Reporting Relationship: | Catering Coordinator |
| Renumeration | * $60,660 inclusive of superannuation pro rata.
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| Reviewed: |  February, 2022 |

**The Context**

The Doxa Youth Foundation is a community-based organisation that was established in 1972. We offer a range of programmes to improve outcomes 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:**

This position assists the Catering Coordinator with the preparation and serving of meals and snacks for our campers during the week and works independently to deliver catering for community groups over some weekends.

**Duties**

* Prepare and serve meals on weekdays and some weekends
* Meet special dietary requirements of both campers and staff.
* Ensure wastage is minimal by careful supervision of food preparation.
* Clean and maintain kitchen, kitchen equipment and appliances to comply with inspection, hygiene, and health & safety regulations.
* Actively engage with group leaders/teachers to identify any opportunities to improve the camp experience
* Facilitate our programme where children harvest and cook food from our kitchen garden.
* Work with Management and the team to ensure a positive camp experience is achieved.
* Assist with functions and events when required.
* Attend relevant internal and external meetings.
* Other duties as required.

**Selection Criteria:**

*Essential:*

1. Experience in Kitchen/food industry work with a focus on preparing, cooking, and serving directly to clients.
2. Clear understanding of food hygiene practices and food safety regulations.
3. An understanding of food allergies and intolerances.
4. Experience with a range of dietary requirements
5. Excellent verbal communication skills
6. Strong organisational skills with the capacity to multitask and prioritise.
7. Ability to relate well to a broad range of people.
8. Capacity to work independently and as part of a team.

*Special Requirements:*

* Must provide current proof of registration for the Victorian Working with Children Check and undergo a National Police Check prior to employment.
* Current Drivers Licence

*Desirable Criteria:*

* Qualification in Food Service Industry or equivalent
* First Aid qualification
* Chief Fire Warden or Fire Warden training

**Contact Person:**

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