



Nourishing Our Country

## OZHARVEST | JOB DESCRIPTION

<b>Your Position Title</b>	<b>Kitchen Operations Coordinator</b>
<b>You will Report to</b>	Vic&SA State Manager
<b>Location</b>	Melbourne, Victoria
<b>Employment</b>	Part time (3 days per week)

### Key Relationships

The Kitchen Operations Coordinator is part of the collaborative OzHarvest team, which includes the Executive Chef, Vic&SA State Manager, Vic&SA Engagement Coordinator, Vic&SA Volunteer and Projects Coordinator, Vic Logistics Team, Marketing & Communications Team, Melbourne Chefs, Melbourne drivers and OzHarvest Volunteers.

You'll also work with external stakeholders including corporate participants, service providers, external kitchens, food donors, food suppliers, recipient agencies.

### What we're about

Our purpose is to Nourish our Country. Through food rescue, education, community engagement and innovation. As an organisation we are connected by four key values:

**Connected by a cause:** We are a magnet for magnificent people, connected by a common purpose. This mission of ours is contagious. It will take all of us, every day, every way. Our cause comes to life with every single one of us.

**Nourish & Grow:** We are creating a culture of giving. When we grow ourselves, we grow each other and nourish others. When we nourish others, we ourselves grow. Not just in times of vulnerability, but as we thrive.

**Boldly Courageous:** We speak and act boldly for the change that needs to happen. We embrace every challenge with optimism, dignity, and respect.

**With Gratitude:** We are grateful. Always. To each other. To the people we serve. To the people who give so generously. For the work we do, and the work to be done.

### About the role

The OzHarvest Kitchen Operations Coordinator is a leadership role, best suited to a dynamic, highly collaborative individual with a strong interest in preventing food waste and teaching others. This role is responsible for overseeing the day to day running of the Cooking for a Cause classes (CFAC), catering events and overall kitchen operations in Melbourne.

You'll be expected to recruit, train, advocate for, coach, communicate and aid our team of Chefs and Volunteers supporting the CFAC program whilst being organised and well-structured to coordinate ingredients, recipes and equipment.

As a key customer-facing role, the Kitchen Operations Coordinator conveys the spirit, excitement and innovation of the OzHarvest brand. You must be able to relate with people from diverse backgrounds (especially corporates, chefs and other staff, and volunteers)

### OzHarvest Cooking for a Cause Program



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OzHarvest's Cooking for a Cause Program is the flagship program in our suite of corporate engagement offerings (which also include volunteer activities such as riding in the OzHarvest vans, fundraising activities and the Workplace Giving Program), providing an opportunity for our Corporate Funders and their staff to be part of our work.

### **Key Duties and Responsibilities**

*Be a positive and effective team member and bring the OzHarvest values to life:*

- Demonstrate each value in every one of your actions and decisions.
- Contribute to the successes of your team by supporting your team mates to be the best they can be.
- Always communicate respectfully, honestly and openly.

*Stakeholder and relationships:*

- Provide excellent service to all OzHarvest stakeholders.
- Ability to nurture existing engagement opportunities and relationships, ensuring they feel part of the OzHarvest family.

*Kitchen Operations*

- Lead the recruitment, training and rostering of chefs and volunteers.
- Lead the application of the OzHarvest WHS framework within the Melbourne kitchens.
- Manage of the administration of the Melbourne kitchens including maintenance of premises and equipment, chemical stock, safety and cleanliness.

*CFAC classes, events and catering*

- Manage the day-to-day operations of all Melbourne-based CFAC classes, events and catering that are held in our Melbourne kitchens and/or offsite.
- Gather and convey feedback from chefs, participants and volunteers to State Manager and Executive Chef with suggestions and action plans for continuous improvement of the programs.
- Support OzHarvest with general hospitality consulting, food service, CEO Cookoff, and other OzHarvest events.
- Collaborate with Executive Chef on coordinating external CFAC events and catering events.
- Participate in interstate CFAC classes and CFAC events as required.

### **Personal Specifications**

#### ***Qualifications and Experience***

**Essential:**

- Certificate 3 in Hospitality
- 7 years' full-time experience inclusive of approved professional cookery training
- Previously employed as a working chef, Chef De Partie, Station Cook/Chef or Restaurant Cook/Chef
- Recent restaurant, hotel or catering work including food ordering, rostering and budgeting
- Recipe writing and editing
- Managing a team of chefs
- Manual Handling Certificate



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- Current First Aid Certificate
- Food Safety Supervisor trained and understanding of the OzHarvest Safe Food Handling Policy
- Valid and current Police Check and Working with Children Check
- Valid and current Driver's License

***Personal Abilities and Aptitudes***

- Energetic, positive and proactive attitude;
- Action-oriented and driven to achieve results;
- A strong commitment and enthusiasm towards the purpose of OzHarvest;
- Ability to work autonomously or as part of a team with a solutions-focused approach;
- Effective communication skills for a diverse audience in both written and verbal mediums;
- Strong leadership, interpersonal skills and ability to nurture the development of a team;
- Flexible and highly responsive to changing priorities and circumstances;

***Skills, Knowledge and Experience***

- Excellent communication and interpersonal skills, including strong written, presentation and verbal skills and the ability to adapt program delivery methods to suit participants;
- Excellent and thorough attention to detail and a strong customer service approach;
- Competence and confidence in a kitchen environment;
- Demonstrated skills in managing complex and often multi-faceted tasks;
- Ability to identify and troubleshoot issues that arise with creativity and initiative;
- Dependability and accountability;
- Professional presentation skills;
- Professional presentation – chefs' uniform and shoes required;
- Experience in a client relationship role;
- Ability to engage with and nurture relationships with CFAC corporate supporters.

**Employee Acknowledgement**

I acknowledge that I have read and understand the above Job Description and agree to carry out all duties as described to the performance standards required.

**Employees Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_