

Manna Gum Community House – Our Place Kitchen Attendant

JOB DESCRIPTION

Background

Manna Gum Community House is a not-for-profit organisation based in Foster, South Gippsland, and services a catchment area of Corner Inlet which includes the towns of Fish Creek, Toora, Welshpool, Port Welshpool, Mt Best and Yanakie. We receive funding from the Victorian Government under the Neighbourhood House Coordination Program and are a Learn Local Provider funded under the Adult, Community & Further Education (ACFE) Program.

Manna Gum works with a community development framework and is run by a community-based Committee of Management. Our strategic goals relate to education, social inclusion and sustainability. We offer a range of services including adult education, school holiday activities, emergency relief, special events and access to government services.

Our website (mannagumcommunityhouse.org.au) has more details about us and what we do.

Position Overview

The weekly youth group, 'Our Place,' at Manna Gum Community House is now entering its fourth year. The program operates every Monday during the school term from 3:30 pm to 6:00 pm, welcoming young people aged 11 to 18 years old. In 2023, participant numbers increased to 45 enrolled individuals, with an average of 15-25 attending each week. Dedicated volunteers contribute to the cooking, where dinner and dessert are prepared, followed by a busy cleanup.

This group fosters social connections between age groups and provides an opportunity for local youth to connect with others in their community.

The Kitchen Attendant is employed to help primarily in the kitchen with the meal preparation and clean up.

Job classification

The role is classified under the Hospitality Industry (General) Award – kitchen attendant.

Location

Manna Gum Community House, Foster

Supervisor/Manager

Reports to the Our Place youth worker

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Main duties/responsibilities

- Assistance with food preparation and kitchen duties
- Assist the Our Place youth worker with additional duties as required
- Comply with all safety standards are met in accordance with the risk assessment and child safe standards
- Support regular evaluation of the program

Key selection criteria

Essential

1. An understanding of the purpose of Manna Gum Community House Inc, Neighbourhood House Principles.
2. Ability to manage time.
3. Flexible approach.
4. Current Working with Children Check.
5. Ability to work well in a team.
6. Ability to relate well to people from a variety of backgrounds and respond to people in a non-judgemental manner
7. Certificate in Food Safety Level 1 – or willing to obtain

Desirable

1. Experience working in hospitality
2. Certificate in First Aid Level 2