
Kitchen Coordinator

Position Title:	Kitchen Coordinator
Reporting to:	Services Manager via the Healthy Lifestyle Coordinator
Location:	Gympie
Status:	Permanent Part Time

The Organisation

Blackall Range Care Group Ltd. is a not-for-profit organisation that provides high quality aged care and disability services in the Sunshine Coast region. Services include:

- Personal care and domestic assistance
- Community Access
- Nursing and Allied Health care
- Day Centre
- Flexible Respite Options
- Home Maintenance and Home Modifications
- Transport
- Aids and Equipment

Functions of the Role

The Kitchen Coordinator is responsible for the running of the organisation's commercial kitchen through the purchasing for all kitchen and cleaning supplies for the organisation and planning and providing nutritious morning tea and lunch options to the day centre clients with the assistance of the volunteers. The role is to maintain hygiene and cleanliness in the day centre and to undertake the responsibilities of Food Safety Supervisor.

Roles and Responsibilities

Organisation

- Works within the role and responsibilities for the position and complies with all organisational policies, regulations and standards, and the Code of Conduct.
- Shows commitment to ongoing skill development by participating in training and development activities.
- Represents the organisation as the first point of contact via a range of communication methods.
- Demonstrates confidentiality and diversity awareness.
- Participates as a respectful team member contributing to a harmonious workplace.
- Takes on board, accommodates and accepts feedback.
- Maintain a professional relationship with clients and team members and possess high levels of trust, honesty, respect and integrity.
- Supports clients to Live Their Best Life.

Duties and Tasks

- Oversees the kitchen compliance including food safety, Work Health and Safety and quality standards.

- Leads and supervises the kitchen team.
- Manages stock control and ordering.
- Manages dietary requirements including nutrition and special dietary needs.
- Produces and delivers high quality meals.
- Appropriately responds to the needs of clients and customers.
- Partakes in high level documentation and record keeping practices.
- Ensures equipment and kitchen facilities are maintained.
- Performs all duties necessary for the operation and maintenance of a kitchen.
- Ensures compliance with all regulations pertaining to the operation of a kitchen.
- Applies established practices and procedures in kitchen operations.
- Contributes to events management and catering.
- Maintains rosters and work rotations for paid and voluntary staff.
- Establishes ordering and purchasing procedures.
- Contributes to the development and maintenance of a cost-effective budget.
- Works collaboratively with the Day Centre team.
- Ensures discretion and confidentiality of information/documents is maintained at all times.
- Complete all training required for the position.

Key Relationships

- Reports to the Services Manager via the Healthy Lifestyle Coordinator
- Centre Staff and Volunteers
- Suppliers and Vendors

Key Selection Criteria

- Qualifications commensurate with the position including mandatory HLTFS207B, HLTFS309B & HLTFS310B.
- Food Safety Supervisor training
- Be a team player with strong work ethic.
- Ability to meet the requirements of Criminal History screening procedures.
- Minimum two years' experience in a similar position.
- Experience in the aged care or disability service sector is an advantage.
- Willingness to explore creative and innovative ways to improve kitchen output, meet the needs of clients and contribute effectively to the organisation.
- Efficient communication, comprehension and interpersonal skills.
- A sound understanding of the principles of consumer directed care.
- Ability to organise own workload, to make on the spot decisions in relation to simple contingencies and to refer to appropriate senior staff for all other decisions in relation to client welfare, health or needs.