

Mathers House Kitchen Officer

Role purpose

To coordinate the Mathers House Dining Program to assist in the provision of positive ageing services and activities for older people at Mathers House and Criterion House.

Role overview

EA & Classification	Hobart City Council Enterprise Agreement 2024 (or its successor) Municipal Officer Level 2
Position Number	6201.01
Number of direct reports	0
Responsible for total staff	0
Delegations & Authority	Nil
Budget level	Nil
Network, Group, & Team	Community and Economic Development, Community Programs, Mathers House
Immediate Manager	Mathers House Coordinator (5540)

Mathers House Kitchen Officer

Role accountabilities Key result areas



Group

- Under the supervision of the Mathers House Coordinator deliver the Mathers House Dining Program, including:
 - Coordinate all day-to-day kitchen operations
 - Roster and supervise volunteer cooks, kitchen hands and waiting staff in the dining area
 - Develop suitable menus with volunteer cooks.
 - Manage stock control in the Mathers House kitchen and order food and consumables.
 - Oversee the Work Health and Safety of kitchen volunteers.
 - Oversee Food Safety and Handling certificates, including organising training as required.
 - Monitor kitchen equipment needs, including maintenance and replacement.
 - Assist volunteer cooks and kitchen hands in food preparation and cooking, as required.
 - Supervise and coordinate the catering of workshops, special events, activities and programs at Mathers House and Criterion House, in collaboration with the Mathers House Coordinator.
- As required, assist Positive Ageing staff with the delivery of Positive Ageing programs and ensure that facility policies, procedures and protocols are being followed by all users of the facilities, including staff and volunteers
- Engage with older people visiting the centre to ensure equity of participation in programs and/or provide information as required.
- Utilising a community development approach, support the Mathers House Coordinator to liaise and work with older people at Mathers and Criterion House.
- Undertake other duties to support the Positive Ageing Programs as required by the Community Programs Coordinator, Mathers House Coordinator or the Positive Ageing Program Support Officer.

Leadership

- Day to day coordination of 4-5 volunteers

Behaviour Standards

- Actively demonstrate the expected behaviours described in the City of Hobart Capability Framework in accordance with the position classification.

Work Health and Safety

- To take reasonable care that your acts or omissions do not adversely affect the health and safety of yourself or others in the workplace, to comply with any reasonable instructions given to you by the Council and to comply with the requirements of any and all WHS applicable policies and procedures.
- Ensure compliance with Work Health and Safety and Child and Youth Safety requirements at all times and follow prescribed reporting processes within the required timeframes.

NOTE: Whilst the key functions and responsibilities for the role are set out above, the Council may direct an employee to carry out such duties or tasks as are within the limits of the employee's skill, competence, and training.



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Selection criteria

Qualifications and Licenses

- An appropriate Certificate level qualification coupled with practical experience in kitchen management, or an appropriate Certificate level qualification and practical experience in the community sector
- Current Registration to Work with Vulnerable People
- Current Mandatory 'DoFoodSafety' Certificate
- Current 'Food Safety Supervisor Skill Set' Certificate
- Current Driver Licence.

Essential

1. Demonstrated interest and understanding of issues relating to older people in the community and an understanding of social inclusion and positive ageing models within a community development framework
2. An understanding of and experience coordinating community volunteers in a dynamic and community focused environment
3. Experience working in commercial or community kitchens and/or demonstrated experience in catering for large numbers, including managing kitchen staff, planning menus and managing stock within a set budget
4. Excellent communication and conflict resolution skills and an ability to cultivate a positive, inclusive and welcoming work environment, with an understanding of and experience working with a diverse range of community members.
5. Basic computer and administrative skills; word processing, emailing, undertaking stock inventories and ordering of supplies.
6. Be able to work effectively and flexibly within a very busy service environment and be able to prioritise tasks to ensure safe and effective delivery of programs.
7. Well-developed interpersonal skills and the ability to communicate effectively with the wider community including volunteers and older people.
8. Ability to work cooperatively as part of a close team whilst demonstrating initiative and leadership. Be able to develop/maintain relationships with volunteers, public and other staff
9. Ability to self-reflect and demonstrate organisational value and behavioural standards.

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Pre-employment checks

1. National Criminal History check
2. Pre-employment Medical Assessment – Medium Risk
3. Tasmanian Registration to Work with Vulnerable People (RWVP) - Employment.

Notes

- Regular checks of the validity and status of essential licences and registrations are undertaken during the term of employment.
- The employee is responsible for notifying any new criminal convictions during the course of their employment.
- The *Registration to Work with Vulnerable People Act 2013* requires persons undertaking work in a regulated activity to be registered. A regulated activity is a child related service or activity defined in the *Registration to Work with Vulnerable People Regulations 2014*.

Our Values



People

We care about people – our community, customers and colleagues



Focus & Direction

We have clear goals and plans to achieve sustainable social, environmental and economic outcomes for the Hobart community.



Accountability

We work to high ethical and professional standards are accountable for delivering outcomes for our community.



Teamwork

We collaborate both within the organisation and with external stakeholders drawing on skills and expertise for the benefit of our community



Creativity & Innovation

We embrace new approaches and continuously improve to achieve better outcomes for our community.