



KYNETON COMMUNITY HOUSE

POSITION DESCRIPTION

Position	Community Lunch Coordinator	Incumbent	TBD
Section	Community Programs	Location	KCH /Mechanics Institute
Reports to	Managing Director	Supervises	Volunteers, Students

Background:

The Kyneton Community & Learning Centre Inc. is based in the township of Kyneton in the Macedon Ranges Shire, situated on the Calder Corridor half way between Melbourne and Bendigo. The Centre was established originally as Kyneton Community House in 1988 and has recently reclaimed the name, currently trading as Kyneton Community House (KCH).

The House operates within a community development framework and aims to build community capacity through the provision of services, a broad range of activities and education programs, and works directly in response to community needs. The Centre is a Neighbourhood House, Learn Local Provider (Adult Community & Further Education funded), and a registered Occasional Child Care Provider.

Overview:

The Kyneton Community Lunch is part of the overall community development programs delivered by KCH. The aim is for the lunches to be on-going and become sustainable through the community food donations and financial contributions of the local community and lunch attendees.

The Lunch Program is guided by a Steering Group of Stakeholders who provide advice and assistance on a range of aspects that support the continued operation of the Lunches. These include funding, promotion, volunteer support, food donations and evaluation.

EMPLOYMENT/AWARD CONDITIONS

Classification/Remuneration

The position is on-going part-time position during school terms. Classification as per the Neighbourhood Houses and Learning Centres' Collective Agreement 2016, Community Development Worker Class 2B SCHCADS (SACS) Level to be negotiated dependent on experience of applicant.

The pay rate is in accordance with the above award (\$30.49 - \$35,02 p/h), plus 9.5% superannuation.

Commencement and Duration

The position commenced in March 2020 and is permanent part-time on-going subject to funding. The lunches are conducted on Wednesdays throughout school terms, with one lunch during a given school holiday period if deemed appropriate by the Steering Group.

Time allocation

During school Terms, 10 hours per week including planning/prep plus 1 hour per month for meetings.

Occasional approved additional hours may be negotiated for special purposes and within funding/budget constraints.

AREAS OF RESPONSIBILITY

The key role of the Community Lunch Coordinator is to co-ordinate the operation of the weekly lunches including volunteer involvement, guidelines and procedures, collection and storage of food donations, menu planning, cooking, meal service and promoting positive community connections.

1. Be familiar with the program overview, aims and timelines
2. Work in co-operation with the Community Lunches Steering Group and volunteers
3. Provide assistance with program promotion
4. Oversee the operation of the lunches, the work and training of volunteers and provide task guidelines
5. Provide a safe environment for volunteers and participants, inclusive of safe food handling and storage, and attend to and report hazards and risks
6. Promote healthy eating through the use of seasonal, locally grown food in accordance with environmental sustainability principles
7. Provide a welcoming environment for volunteers and community lunch attendees
8. Maintain a recipes folder of meals cooked for future reference if required
9. Work towards making the lunches sustainable through food donations and minimising costs
10. Provide attendance records and a current contacts list and assist with evaluation of the program as required
11. Provide brief update reports as required by the Steering Group and assist with reporting requirements to funding organisations
12. Create a system for relief temporary back-fill for approved leave of absence or in the event of illness
13. Other reasonable duties as required within the scope of the role and resources

KEY SELECTION CRITERIA

Essential:

1. To be familiar with the current philosophy and aims of the Kyneton Community House
2. Experience with hospitality and large scale cooking/catering
3. Program co-ordination experience & ability to engage, direct and support the involvement of volunteers
4. Ability to work well as part of a team as well as independently
5. Problem solving skills and ability to use initiative
6. Excellent communication skills
7. Demonstrated organisational, budgeting and time management skills
8. Knowledge of sustainability principles related to local food production

Preferred:

9. Food Handling training as required, supervisors certificate will be highly regarded, or willingness to undertake training
10. First Aid certificate or willingness to undertake training
11. Coordinate a yearly fundraising event
12. Willingness to use own transport

ADDITIONAL INFORMATION

Upon appointment additional staff information can be obtained from the *Staff Induction Manual* and the *Policy and Procedure Manual* located in the KC&LC Office.

This position is subject to available funding and the Centre reserves the right to cancel the program for the following reasons:

- Insufficient numbers for the activity
- Non-compliance with project objectives
- Insufficient funds to run the program

A three-month probation period from commencement date is non-negotiable. A position review will be conducted at the end of this period.

SIGNATURES

I understand the responsibilities and duties outlined in the position descriptions and agree to abide by the principles, policy and procedures of the Kyneton Community House.

Employee	Employee Signature	Date
KCH Representative Claire Rawlinson	Signature	Date