

POSITION DESCRIPTION

POSITION TITLE	KITCHEN COORDINATOR
LOCATION	Karralika Therapeutic Community, Residential Programs
AGREEMENT/AWARD	Karralika Programs Single Enterprise Agreement 2013
CLASSIFICATION	Pay Point 2.3 to 2.5
CONTRACTED HOURS	Part time 60.8 hours/fortnight day shifts worked Monday to Friday
RESPONSIBLE TO	Program Manager
RESPONSIBLE FOR	No line management responsibilities.

ABOUT KARRALIKA PROGRAMS

Karralika Programs Inc. has been operating quality alcohol and other drug treatment programs since the establishment of the Karralika Therapeutic Community Program in 1978.

Our organisation has a justifiable reputation for the delivery of high quality, client-centred and responsive alcohol and other drug treatment support services through a mix of residential programs, educational programs and community based services.

Our vision is “People living better lives”.

Our mission is to “deliver excellent services, valued by our clients” across the spectrum of drug and alcohol treatment, supporting the needs of individuals, families and communities.

Our approach to recovery and healing is multidimensional, supporting our clients to learn about themselves behaviourally, cognitively and emotionally to achieve and sustain positive living. Recovery is an active process of discovery where clients develop a sense of: hope, meaning and purpose for life, community and belonging; and positive identity and pride.

We see the potential in every individual – employees, clients and stakeholders and seek to consult and engage individuals in all aspects of our operations. We are committed to providing a safe and engaging workplace for our staff, students, volunteers and people accessing our services, including children. We respect people’s identity, and actively promote connection to community, history and sense of self.

We actively empower and enable individuals to advise, co-design and refine services, programs and operations so their fullest potential might be realised. We see the potential in every individual – employees, clients and stakeholders and seek to consult and engage individuals in all aspects of our operations.

We value trust and integrity, respect and dignity, quality and accountability, agility and responsiveness, leadership and courage, collaboration and support.



ROLE DESCRIPTION

This role is based in our residential program working as part of a multidisciplinary team supporting residents who are recovering from problematic alcohol and other drug use.

The kitchen coordinator manages our Therapeutic Community kitchen with responsibility for menu planning, ordering and stock control for our residential programs, cooking duties and compliance with health and safety requirements.

A core component of this role is mentoring our residents through the teaching of cooking and kitchen management skills, menu planning, nutrition and health and safety.

FUNCTIONAL RESPONSIBILITIES

Strategic Leadership and Management	<ul style="list-style-type: none"> • Understand and promote the vision and mission of Karralika Programs Inc. and represent the organisation effectively through various forums and activities; • Contribute to the strategic directions and broader organisational policies and objectives of Karralika Programs Inc. via consultative forums, sharing information and ideas to enhance the strategic direction of the organisation and to foster evidence-based clinical best practice; and • Support the continued sustainability of the organisation through encouraging evidence-based innovation, quality service delivery, operational effectiveness and accountability.
Service Delivery and Program Management	<ul style="list-style-type: none"> • Resident Supervision and Training: Coordinate kitchen schedules, provide skills training and supervise residents to ensure efficient workflow; • Inventory and Ordering: Monitor inventory levels, order food supplies and other necessary materials in accordance with budget, and conduct audits to ensure freshness and quality; • Menu Planning and Food Preparation: Collaborate on menu planning, ensuring dietary restrictions are met and oversee the food preparation and cooking process to ensure meals are served on time and in appropriate quantities for a healthy and balanced intake; • Menu Planning and education for families: working with the Family Program, support menu planning on a budget, recipes and support for meeting nutritional requirements of the parent/s and children; • Health and Safety: Implement and enforce strict health and safety regulations within the TC kitchen, ensuring proper food storage, handling, and sanitation practices are followed; • Kitchen Maintenance: Maintain the cleanliness of the kitchen and equipment, ensuring all kitchen appliances are in good working order; • Operational Oversight: Manage the daily operations of the kitchen to ensure efficiency and a smooth workflow; • Participation in staff meetings, handover, staff training as appropriate; • Develop an understanding the day to day running of the therapeutic community; • Be a positive role model for our residents; • Participation in activities that support continuous quality improvement; and • Comply with, and monitoring of, Karralika Programs Inc. Work Health and Safety policy.

Technical Practice and Governance	<ul style="list-style-type: none"> • Support the development and implementation of residential programs service improvements in line with good governance and best practice; • Provide input into the development, implementation and evaluation of residential programs projects and functions; • Coordinate/contribute to systems improvements in area of specialty; • Perform data analysis and contribute to financial reporting as required; • Undertake activities to develop knowledge and expertise in relation to relevant skills and • Maintain professional knowledge and continue to develop knowledge and expertise in relation to professional skills and professional regulatory requirements
Human Resource Management	<ul style="list-style-type: none"> • Follow/comply with Karralika Programs Policies and Procedures; • Undertakes activities to develop knowledge and expertise in relation to functions of the role; • Maintain professional knowledge and continue to develop knowledge and expertise in relation to requirements of the position.
Corporate Governance and Compliance	<ul style="list-style-type: none"> • Promote best practice approaches in corporate governance through understanding and contributing to compliance with legal and regulatory requirements; • Contribute to program and system improvements • Comply with and monitor adherence with Karralika Programs Inc. Work Health and Safety policy; • Under direction, coordinate information for quality audits; and • Participate in activities supporting continuous quality improvement
QUALIFICATIONS, EXPERIENCE, SKILLS and KNOWLEDGE	
Qualifications	<p>Essential</p> <ul style="list-style-type: none"> • Industry qualifications in commercial cookery, • Certificate in safe food practices, • First Aid Certificate • Working with Vulnerable People Clearance, • Driver's License, • National Police Check <p>Desirable</p> <ul style="list-style-type: none"> • Training and or qualifications in educating others in cooking and kitchen management skills
Experience	<ul style="list-style-type: none"> • Experience in a role with similar responsibilities, working in a commercial kitchen environment, • Experience in a similar health or community services role • A level of expertise and experience to undertake the range of activities required of the position • An aptitude for mentoring and teaching skills and the ability to achieve results with minimal supervision

<p>Skills and Knowledge</p>	<ul style="list-style-type: none"> • Ability to use a range of application software packages, including Office 365, • Leadership and Teamwork: The ability to lead, motivate, and work effectively with a kitchen crew. • Organisational Skills: Strong organisational abilities to manage inventory, orders, and schedules efficiently. • Problem-Solving: Excellent problem-solving skills to address issues quickly in a fast-paced environment • Communication: Clear and effective communication to provide clear expectations to residents and coordinate with management • Knowledge of Regulations: Understanding of food safety and health codes and regulatory requirements
<p>INDIVIDUAL WORKPLAN</p>	
<p>Each staff member will have in place, in addition to the above responsibilities, an Individual Work Plan including job specific requirements, key objectives, performance indicators, targets and outcomes. The Work Plan will include a statement of team values and expected behaviours, and will document individual training, learning and development priorities. Biannual performance appraisals will be undertaken in each year.</p>	