



Kitchen Coordinator Many Rooms Position Description

June 2018

THE STORY SO FAR

City on a Hill began in 2007, with a small team and a big vision to make a difference in our world for the glory of God. As part of this mission, as Christians, we are called to serve the poor, the outcast, the sick, the lonely and the imprisoned. At City on a Hill, we do this through our mercy ministry, Many Rooms.

Since 2009, with the support of an army of faithful volunteers, Many Rooms began serving the homeless and disadvantaged in our community through a Saturday Kitchen drop-in centre, and more recently through the addition of the Friday Kitchen. Those in need come for a free nutritious meal and the opportunity to participate in activities that encourage community and belonging.

ROLE DESCRIPTION

The role of *Kitchen Coordinator – Many Rooms*, is a two (2) day a week role to oversee the Many Rooms Saturday kitchen service, providing a safe space and a nutritious meal for Melbourne's homeless and disadvantaged community.

KEY RESPONSIBILITIES

Service management:

- Organise logistics for food delivery and equipment requirements
- Service oversight of Food safety processes (Level 2 standard)
- Risk management and safety at the kitchen
- Ensuring community meals are served each Saturday, on time and within budget
- Develop appropriate linkages with City on a Hill congregation at different age segments (children; youth; adults)

Volunteers:

- Recruit, lead and empower volunteers to deliver a weekly meal service and community for participants,
- Provision of relevant training and development of volunteers
- Oversight of volunteer safety at the kitchen
- Ensure that all volunteers meet safe ministry requirements

Participants:

- Development of relationships with participants to foster community and inclusion
- Be aware of service referral options when required
- Contribute content/stories for promotional use, understanding and adhering to privacy policies

Administration:

- Contribute to the revision of policies and training documentation for Friday kitchen
- Contribute to maintaining positive internal and external stakeholder relationships
- Maintain good networks with partners and other service providers, including reporting and evaluation of programs

KEY SKILLS, GIFTING & CHARACTER

The Kitchen Coordinator will demonstrate:

- A faith in Jesus and a heart for social justice - the disadvantaged and marginalised in our community
- An ability to effectively and efficiently:
 - o communicate to a variety of people
 - o manage time, prioritising duties and responsibilities
 - o recruit, manage and empower volunteers and stakeholders
- A creative and innovative mindset
- A desire to continually improve and develop a high-quality service
- An ability to maintain trust, discretion and confidentiality when handling sensitive personal and organisation information
- Be committed to the mission and vision of City on a Hill and an active member of the church (or willing to be).

OTHER

It is expected that the *Kitchen Coordinator, Many Rooms*, will be involved in relevant staff meetings, and meet regularly with the Many Rooms Director.

The *Kitchen Coordinator* must also satisfactorily pass a National Police History Check and hold a current 'Working With Children Check'.

To apply for this role, please send your resume along with a cover letter to hr@cityonahill.com.au. Please include contact details of at least two referees familiar with your relevant skills to this role.