



Position Description- Hospitality and Cooking Program Leader

About the organisation:

Sandybeach Centre is an independent, not-for-profit, community co-operative society, established in 1982. We provide lifestyle, education and support services to people in the Bayside, Kingston and Glen Eira local government areas of Melbourne. The Centre is a strong community focused organisation and a Learn Local organisation. We are also a hub for educational, social, recreational and cultural activities in the community, encouraging personal and professional development. We are committed to the safety and wellbeing of children and young people.

Part A: Organisation mission statement and values

Mission Statement

Sandybeach Centre is an inclusive organisation providing programs and services that enrich the quality of life for our diverse community.

Values

Sandybeach Centre will become the place to meet, connect, learn and have fun. The Sandybeach values are:

Respect for our all members of our community is important. Without it, the enrichment and change will not be possible. We focus on being respectful of each individual and adopt a person-centred approach in everything we do.

Integrity & Honesty Great results can be accomplished with integrity by honest and enthusiastic people who value their community and actively seek out positive change for everyone. “Do the right thing, be mindful and acknowledge our mistakes”.

Care Provide a safe and secure environment for staff, volunteers and all who engage with us.

Collaborative & Inclusive- everyone is welcome. We aspire to work with people from diverse backgrounds and embrace teamwork first in order for all to succeed. We seek to understand the diverse needs of our community and our role in addressing them

Part B: Position specification

Role title: Hospitality and Cooking Program Leader			
Department:	Fee for Service	Classification level:	Casual
Reporting structure:	Business and Community Development Co-ordinator		
	Direct reports: None		

Position summary

Program Leaders are responsible for the planning, preparation, and delivery of programs. The aim of all programs, whether planned activity or respite groups, is to provide high quality, engaging and stimulating programs and activities for eligible people. Program Leaders will promote and facilitate a safe and social atmosphere within their groups, as well as high quality program content.

Responsibilities

Course Delivery

- Plan and implement person centred courses that are engaging, educational, motivating and encourage social connections. Topics should cover:
 - Food and kitchen safety (hygiene)
 - Nutrition and eating healthy
 - Food preparation and cooking
 - Shopping on a budget/meal planning
- Responsible for all cooking class related planning and food purchases.
- Preparation of all kitchen and teaching materials prior to class.
- Ensure the kitchen and dining areas are clean after class.
- Supervise Volunteers and Support Workers as required.
- Provide timely and constructive feedback to participants.
- Evaluate course delivery and participant feedback and implement changes in the process of continuous improvement.
- Manage other logistical and administrative tasks as necessary.

Course Administration

- Maintain class attendance rolls.
- Follow, complete and maintain required incident reporting procedures.
- Conduct classes at advertised times.
- Complete timesheets monthly.
- Maintain requirements of Privacy Policy, adhere to the Equal Opportunity and Sandybeach Centre Code of Conduct at all times.
- Complete all appropriate forms when conducting and/or proposing excursions.
- Attend staff meetings.

- Ability to work within a set course budget.
- Liaise with Facilities Coordinator regarding Covid Safe practises, room requirements and OH&S.

Resources and Documentation

- Sandybeach Centre retains a copy of all materials produced by you for class delivery. Refer to employment contract for Intellectual Property information and obligations.

Professional Development

- Identify and negotiate professional development opportunities with the Business and Community Development Co-ordinator.
- Maintain current industry specific skills and knowledge.

Delegations, authority levels and decision making

- This position reports to the Business and Community Development Co-ordinator and works closely on program planning and development and meeting participant needs.
- The position has access to confidential information about participants.
- This position is based on a Program Leader casual rate.

Part C: Job specification

Qualifications

Mandatory:

- Current police check & working with children's check
- Experience (formal or informal) cooking healthy meals in a fun and interactive way
- Basic food safety knowledge
- Knowledge of nutrition and holistic health practices
- Current COVID vaccination

Desirable

- Current experience in conducting training and assessment of students.
- Certificate IV in Training and Assessment (TAE40110/ TAE40116) and/or relevant teaching experience.
- Knowledge of adult education best practice.
- Experience in working with students with a range of backgrounds, cultures and abilities.

Key selection criteria

- Able to work independently as well as in a team
- Participant focused
- Effective verbal and listening communications skills
- Effective written communications skills
- Excellent time management skills
- Attention to detail
- Flexibility to work evenings

Personal attributes

The incumbent must maintain strict confidentiality in performing the duties of the role.

The incumbent must also demonstrate the following personal attributes:

1. be honest and trustworthy
2. be respectful
3. possess cultural awareness and sensitivity
4. be flexible
5. demonstrate sound work ethics
6. model behaviour based on the Sandybeach Centre Code of Conduct
7. Commitment to the Sandybeach Values

Key selection criteria / Personal attributes

Self disciplined

- Manages own time to achieve key outcomes

Flexible

- Adapts to changing circumstances in the workplace, prioritises work and takes advantage of new and emerging opportunities.

Participant focused

- Prioritises needs of clients, aims for best outcomes for clients.

Collaborative

- Works with others to achieve common goals, engenders a spirit of teamwork.

Communication

- Able to positively communicate with relevant stakeholders

Values alignment

- Demonstrates a commitment to the Sandybeach Values.

Signed

Staff Member (name): Date:

Signed

Manager (name): Date: