

Casual Café Cook
Casual Position – flexible weekday hours
\$32 to \$35 per hour including casual loading + super

Holdsworth Values – Trust, Kindness, Openness and Independence

Holdsworth believes in a community where all people have the support and services they need to maintain an independent, active and fulfilling life.

We encourage everyone, regardless of his or her age, mobility or other circumstances to live the life of which they dream by:

- building their own personal capacity;
- having a voice and making choices;
- making meaningful social connections in their community.

Our Community

Throughout Sydney, we support:

- children and adults living with disabilities;
- older people who may be frail, ill, lacking mobility, experiencing social isolation or living with dementia;
- their families and care givers; and
- families with young children.

The Opportunity

Holdsworth Community is proud to operate two hospitality social enterprise businesses; Gaden - a cafe in our community space in Woollahra and G2 – a coffee and sandwich kiosk located within the Mill Hill Community Centre, Bondi Junction. Both of our social enterprise businesses provide food and social connection for people across the community and support workplace training for people living with a disability to gain skills in the hospitality sector.

We are looking for an enthusiastic and experienced Cook to help deliver high quality, affordable meals. Creativity and the ability to work in a fast-paced environment is essential to the role.

What can we offer you?

- Casual shifts available, typically weekdays between 7am-4pm. Some weekend shifts for events available;
- Monday and Wednesday shifts available straight away;
- Full time roster available in March;
- Family friendly work hours;
- Possibility for Part Time or Full Time work in the future;
- Ongoing training and development;
- Great central East Sydney Location –within walking distance of Bondi Junction train station;
- Long term career development opportunities

Essential criteria:

- At least 3 years' experience working in a fast pace commercial kitchen/café environment;
- Excellent communication skills and a willingness to mentor people living with a disability in the kitchen;
- Excellent food preparation, cooking, plating and presentation skills
- Demonstrated experience in baking and cake making;
- Food Safety Supervisor and First Aid certification;
- Positive attitude to people with a disability, older people, those living with memory loss and their carers;
- Ability to work as part of a dynamic team as well as independently;
- In order to apply, it is essential that you are a permanent resident in Australia or have a visa which enables them to work in Australia for a minimum of two years

Application

If you have any questions, please call Shaun Zingel (Food Projects Coordinator) on 9302 3688. Applications close once the position has been filled and should be emailed to Simon.Wise@holdsworth.org.au. Interviews will commence immediately.

POSITION DETAILS

Position Title:	Casual Café Cook
Position Aim:	To support the Head Chef to deliver high quality meals, affordable meals in our community café and via our kiosk.
Reporting To:	Head Chef
Direct Reports:	None
Position Based:	Gaden Café – 334 Edgecliff Road, Woollahra
Position Status:	Casual
Hours:	Varying shifts between 7am – 4pm Monday to Friday - no guarantee of minimum hours.
Award Level:	SCHCADS Award Level 2 (\$32 - \$35 including casual loading and 9.5% superannuation)

All positions at Holdsworth are classified under the Social, Community, Home Care and Disability Services Industry Award 2010. Paypoint will be negotiated based on experience.

Special Requirements:

- All employees of the Centre must undergo a Police and Working with Children background check.
- All employees of the Centre are required to take up to 2 weeks leave during Centre closure - late December to early January

Signed by Employee:

Signed by CEO:

Date:

Date:

Review Date:

Key Areas of Responsibility:

➤ Participants

- Work alongside people with an intellectual disability who may be employees or undertaking their hospitality workplace-training program. This may include providing guidance and/or monitoring them as they perform tasks and providing feedback on their progress towards goals.
- Interact positively with all customers and staff at Gaden/G2, particularly people who are older, have memory loss or an intellectual disability as well as their carers and/or family members;
- Be responsive to views expressed by customers and community members;
- Collect client feedback and ensure it is communicated to appropriate staff according to Holdsworth policy and procedures;
- Promote the safety and wellbeing at all times of trainees, participants and customers of Holdsworth.

➤ Programs and Services

- Preparation of meals as per the menu and daily specials under the direction of the Head Chef;
- Maintain ordering procedures and minimise wastage in kitchen;
- Follow and maintain high food safety practices;
- Promote the quality and consistency of coffee and food products;
- Support Head Chef to maintain regular stock take procedures;
- Assist Head Chef in developing seasonal menus and specials options;
- Report any cafe issues, accidents or incidents to the Coordinator within 24 hours (or immediately dependant on severity) and submit appropriate supporting documentation within designated timeframe;
- Follow directions of the Chef, Coordinator and Manager.
- Follow daily operation procedures such as opening and closing checklists;
- Assist with the clean-up and safe storage of equipment as required;
- Maintain up to date knowledge of programs and services offered by Holdsworth.

➤ Staff & Volunteers

- Positive contribution to the team by providing support and motivation to other staff, trainees and volunteers to promote the smooth running of both the café and kiosk;
- Promote safety and wellbeing of staff and volunteers at all times;
- Refer issues relating to staff or volunteer disputes, grievances or poor performance to Coordinator as required;
- Identify and highlight professional development areas that will enhance current skills or develop new skills.

➤ **Community Partners**

- Promote Holdsworth by engaging the public;
- Represent Holdsworth in the community in a positive manner;
- Assist with events, fundraising, communication and information dissemination for Holdsworth Community.

➤ **Governance/Administration**

- Assist the Food Services team in the planning of the future direction of programs and services;
- Consider continuous improvement methodology in all aspects of operations.
- Deliver effective systems to ensure most effective use of available resources.
- Other duties related to position as directed by the manager;
- Comply with Holdsworth policies, procedures and Code of Conduct at all times.

Key Performance Indicators:

- Positive interaction with staff, volunteers, participants, their carers, families and the wider community as evidenced by positive feedback from stakeholders;
- The continued delivery of high quality appropriate cafe and function meals;
- Positive contribution to the motivation and morale of the Holdsworth team;
- Evidence of accurate and relevant recording and reporting of data when required.