



Evolve at Typo Station Position Description Kitchen Manager

1. Evolve at Typo Station Overview

Evolve at Typo Station is an independent not-for-profit organisation operating life skills and alternate education programs for young people.

Typo Station is also the name of our rural property, located in the foothills of the Alpine National Park, one hour south-east of Wangaratta in north-east Victoria.

Through programs incorporating the principles of simple living, community involvement and practical, hands-on activities, we aim for young people to build the resilience, initiative and life skills necessary for a positive future. The application of Narrative & Bush Adventure Therapy also underpins the delivery of all Evolve's programs.

Typo Station provides a unique early intervention experience for young men between 14 and 17 years of age, as well as leadership development programs for disadvantaged secondary schools and pathway transition programs for young people to entering employment. All these programs involve a residential experience, regular follow-up experiences, ongoing mentoring support and long term relationships with families, schools, employers and the young person.

The community, philanthropic foundations and businesses throughout Victoria support Evolve at Typo Station. We are committed to self-sufficiency through developing sustainable relationships and a diverse range of initiatives.

1. AIMS

- ACT as a catalyst and a skills provider for the community and the young person taking a shared responsibility toward a more constructive and positive future for all;
- ENHANCING young peoples' view of themselves and their expectations about future success;
- HELPING them develop better relationships and connections with family, peers and the community;
- ADDRESSING gaps in critical life skills, especially those related to education and vocation;
- CONTINUING successful participation in further education and training;
- PROVIDING an adult role model as a mentor.

2. POSITION DESCRIPTION

The Kitchen Manager is required to undertake:

- Purchase food for programs.
- Create and maintain excellent relations with suppliers.
- Provide meals for groups at the station when advised.
- Assist in preparing off-station food e.g. Expeditions
- Maintain industrial hygiene standards as per the Food Act 1984.
- Attend staff meetings.
- Maintain OH&S standards in the kitchen area.
- Assist in yearly budget development.
- Monitor budget throughout year.
- Purchase new equipment required as per budget.
- Maintain kitchen equipment and utensils in good repair.

3. HOURS & CONDITIONS

- This is a 0.8 EFT position.
- This position requires some weekend work.
- The position is based at Typo Station, 13km from Cheshunt.
- Our professional environment is team orientated, supportive and encouraging of self-responsibility.
- Typo Station is able to structure flexible employment packages and salary packaging opportunities are available.
- The remuneration package comprises a salary package between \$45 - \$50,000 pro-rata.
- Staff are able to salary package up to \$17,000 of their annual salary.
- A full time commitment is required to ensure adequate team facilitation and recuperation of each staff member. Work quality is linked to staff well being.
- Pro-rata 4 weeks annual leave plus personal leave as described in the work contract.

2. SELECTION CRITERIA

- Experience and/or training in the operation of a commercial kitchen
- Demonstrated ability to prepare a variety of meal qualities on a large scale
- Food Handling Certificate.
- Understanding of OH&S requirements in the context of a commercial kitchen
- Police and Working with Children clearance check (police check is inclusive in Working with Children card application).

DESIRABLE:

- Diverse life experiences.
- Experience working with young people in an experiential setting.

3. STAFF TRAINING

- We believe that a consistency of approach is a key ingredient to the success of our program.
- All Typo Station staff members undergo annual staff training in practical & theoretical components of the program.

- Staff must be prepared to undergo regular training and professional development, some of which will be in their own time.

4. CONTRACT OF EMPLOYMENT

- Successful applicants will be appointed for an initial 3 month trial period. After this period, if all parties are satisfied with performance and suitability, a minimum 12 months commitment is requested.
- Employment after the trial period will be on a negotiated contract basis.
- One month's notification is required from staff and management for any terminations of employment.
- Working with Children Clearance is essential to the commencement of employment.
- A team review of performance will occur regularly, with an annual performance review to determine continued employment.

9. STAFF APPRAISAL REQUIREMENTS

Team Members:

- Work with other team members constructively.
- Resolve conflict assertively and positively.
- Competently perform accepted tasks.
- Accept feedback and undertake action plans to improve areas targeted as needing improvement.
- Maintain consistency with organisational philosophy, policy, and team decisions.

Relationship with Participants:

- Achieve and maintain unconditional positive regard with participants.
- Maintain a democratic and assertive approach to discipline.
- Maintain an empathic, open, supportive and non-judgmental rapport.
- Maintain trust.

Skill Areas:

- Develop skills in areas targeted as needing improvement.

Philosophy and Policy:

- Remain consistent with philosophy and policy.
- Effective in applying policies.