

Historic church building

**Chef**

07/02/2025

**Eden Community Pantry**

**Chef/Food Supervisor**

**Role Description**

***‘Food, Free & Friendly***

**This is a High Trust position.**

(A High Trust position is one which is clearly identified by the Uniting Church as a leadership position.) This person is generally regarded by the public as representing both the Pantry and the Uniting Church. This position reflects an added layer of responsibility and accountability- to the Uniting Church and to the public. There are implications for all aspects of our duty- of- care for members, volunteers and patrons. The proper execution of these duties also affects our reputation and insurance cover. All duties have high regard for the physical and emotional welfare of all and our audited financial affairs.

If you handle money in the course of your duties it must be in accord with our policies and procedures and adhere to clear accountability practices. All cash, including donations must be handed to the till reconciliation person or the Treasurer at close of trad

e.

This **Chef/Food Supervisor** is on duty, currently each Thursday 10am – 1pm, during the serving of refreshments… Recognising that much thought and planning takes place over the week previous.

The kitchen is occupied by the **Chef/Food Supervisor** and **Kitchen Assistant.**

**T**he **Front of House** person works outside the kitchen unless invited by the chef to operate his/her duties in the kitchen. There is a dedicated **kitchen clean up person**. The **Chef/Food Supervisor** would need to be aware of these other roles, access to these roles is detailed at the end of this document.

Your role may require stepping aside during the *OzHarvest* delivery and sorting each Thursday.

Your supervisor on the day is the Supervisor/ Manager of Pantry operations. The supervisor may request entry to the kitchen or elsewhere to engage in conversation relating to the smooth running of the Pantry as a whole.

On other days of the week the **Chef/Food Supervisor** may prepare foodstuffs for the public. If preparation takes place at home only a commercial kitchen with Bega Valley Shire registration may be used.

If preparation in-situ at the Hall is required on days other than Thursdays, preferably a Tuesday is suggested to avoid a Wednesday congestion of volunteers performing different roles. Negotiation with the Supervisor/ Manager of Pantry maybe necessary as there may be other activities taking place in the Hall.

**If involved in this role**, Chef/Supervisor, at Eden Community **Markets** or other church-organised events the same principles, practices and responsibilities will apply.

**Essential: -**

* To have signed up our volunteer agreement forms and have submitted your WWCC number.
* Undertaken an induction process. (be aware since 2025 there is a probation period for all volunteers)

**Additional, essential to this role:-**

* To be an effective team member working especially with the *Kitchen Assistant* and *Front of House and Clean UP Team,* position holders
* To be a role model for safe work practice, aiming to retain a safe physical and emotional space for all.
* Have a current food handling/supervisor’s certificate
* To be flexible and adaptable in a complex and unpredictable environment. For example, to be able to tolerate unforeseen interruptions to the kitchen routine by deliveries and/or politely guide social incursions which challenge the safety and function of the kitchen.
* Be familiar with accident and incident policy.
* Consult with Pantry chairperson or Treasurer re the purchase of additional ingredients from IGA if required.
* Any additional ingredients purchased elsewhere can be reimbursed with the presentation of receipts.
* Instruct the *Kitchen Assistant* with preparation and cooking of food items.
* Consult the roster distributed each Monday evening to be aware as to who else is rostered on in other complementary roles.
* Consult to the Thursday *Front of House* staff as they serve those seated and make requests of kitchen staff.
* Left overs may be packaged and labelled for other busy volunteers, including the 1pm clean-up staff, or stored for Friday hamper recipients.
* Consult with Coles Pick Up weekly volunteers and be aware of Foodbank goods availability to inform choices of food to be set aside and prepared in advance of Thursday.
* Prioritise these resources for Thursday meals and refreshments and for meals for Friday Hampers
* Use your discretion as to whether you have opportunity to interact with patrons.
* It is suggested that you have own lunch or refreshments during a lull in service demands before 1pm. The **Kitchen Assistant** may stand in whilst you take a break, ask the supervisor to provide additional staff if required.
* If your kitchen staff vacate the kitchen for a break or leave early, the **Front of House** person may enter the kitchen to take in dirty dishes to stack or sort.
* THE CHEF REMAINS IN CHARGE OF WHO AND HOW MANY PEOPLE ARE IN THE KITCHEN FOR REASONS OF SAFETY OF ALL.
* Notify the supervisor if substitutes are needed

**Thursday Tasks; -**

* Arrive about 9.30am and be prepared to be flexible as OzHarvest goods are delivered and sorted at the direction of the General Supervisor.
* Ensure appropriate Pantry **signs** are displayed, this is a role hopefully performed on Wednesday set up.
* Ensure the Chef’s menu is clearly displayed on the blackboard including when donated items are included and served in the same manner.
* Ensure the set- up of servery area prior to 10am by **Assistant** or **Front of House**
  + i.e. urn full, tea, coffee, milk, sugar etc set up.
* After 10a, hopefully after OzHarvest and Coles sorting of goods, respond with the **Kitchen Assistant** to requested items by **Front of House** volunteers.
* The **Kitchen Assistant** will politely decline takeaways and draw patron’s attention to the signs displayed. The assistant and /or Fof H will inform patrons of Friday hampers and deliveries as an option if appropriate. Flyers available with contact details.
* The **Kitchen Assistant** will help organise and supply **Front of House** with the food items, utensils and serviettes as requested.

(The tasks below may be undertaken in addition by **a second Front of House person** if particularly busy, The F of H person will ask the general supervisor as to who could step in and out of this role: -

* Clear tables of used utensils, plates, cups tec.
* Wipe tables between patrons
* Place used items in blue trays provided outside kitchen
* Dirty plates etc can accumulate in trays provided or passed to kitchen assistant.
* Enter kitchen only with the consent of kitchen staff.)

After 1pm the clean-up team is activated including *Kitchen Clean -Up, Hall Clean Up Team and Pantry/Till* restock and cleaning roles.

**All kitchen staff: -**

* Observe and assist to provide a happy and safe environment for patrons and volunteers.
* Refer to your supervisor if tasks are beyond your comfort level, time allowance or scope of training.
* Exercise self-care, ask for help if needed.
* All volunteers are responsible to report and record incidents that deviate from our common values and principles of operation. Accidents and injuries are reported to your supervisor and recorded.
  + Every volunteer must expect that incident reports are made with the expectation that follow-up is part of duty-of-care and management responsibility.
* You are entitled to have days off, if you are unwell or not at your best please stay home and give your supervisor as much notice as possible.
* You are entitled to take a break as and when required, Similarly, if you feel unwell or overwhelmed and need to vacate your role, again speak to your supervisor so a transition to another volunteer can place smoothly and your needs met.
* Be open to and suggest topics relevant to the ongoing training and personal development and the enjoyment of all pantry volunteers. Suggest possible agenda items for volunteer meetings.
* Please share your good ideas with others, we all aim to promote ongoing improvements to our level of service to community

**THANK YOU FOR YOUR SERVICE TO THE PANTRY AND COMMUNITY**

For your information and to achieve smooth running of the service please familiarise yourself with all related roles.

All hard copies of roles descriptions are retained as Master copies, in the Hall kitchen filing cabinet in a red hardcover folder. These documents are also freely available as digital copies and can be emailed to you by request. Hard copies can also be provided. There is a photocopier in the hall. The link to web site copies is or at the bottom of the site <https://eden.uca.org.au/eden-community-pantry/> or search for “Eden Community Pantry”

* Refer to your manager/supervisor if your role description requires discussion, i.e. modification as circumstances change. Revisit your initial volunteer agreement and induction process as required

Pam Skelton

Chairperson

Garden of Eden Community Project sub-committee of Eden Uniting Church.