



## **2021 Community Christmas Lunch**

### **Project Outline:**

A Community Christmas Lunch has been delivered in Castlemaine on Christmas Day for many years by different organisations. In 2020, Castlemaine Community House took on the task of delivering this important event. In 2021, we are again coordinating the Community Christmas Lunch and are seeking to appoint an appropriately skilled person to coordinate the various tasks required to deliver this lunch, including overseeing the operations of the lunch on Christmas Day. This is a paid position.

2021 has uniquely affected each and every person in our community, and beyond. An impact common to many is a sense of isolation and disconnection, whether from family and/or friends, leading to a rise in mental health concerns.

The 2021 Community Christmas Lunch aims to counteract this social isolation, disconnection and mental ill-health by bringing together our community, in a spirit of Connection, collaboration and celebration.

Christmas can be a time of great joy and happiness, but it can also bring great pressure, stress and for some, a reminder of difficult times with friends and family. We aim to create an event for Christmas day that is inclusive, welcoming and a point of connection, for all, but especially for those who might be alone, feeling isolated or at a loss for what to do on the day.

Food is a great connector! The 2021 Community Christmas lunch will include a place, a space, a meal and activities welcome for all to join at whatever level they wish.

### **Community Christmas Lunch Coordinator Position:**

The Community Christmas Lunch Coordinators role in this event will be to coordinate the provision of the meals. This will entail planning, preparation, venue set up, serving of meals and ensuring all areas are correctly cleaned after use. You will be efficient, organised, understanding of various dietary needs, Covid compliant, timely and experienced in the area of catering/large meal provision, as well as having Safe Food Handling Certification.

Support across all these areas will be provided by the Community Christmas Lunch Working Group, via communication with Kez Jennings, Community Development Coordinator at the Castlemaine Community House.

Ingredients and supplies for the meals will be provided via donations and sponsors, as well as a team of volunteers to assist. You will supply time, knowledge, organisation, supervision of volunteers and the creation of a fabulous community meal!

# 2021 Community Christmas Lunch



**CASTLEMAINE  
COMMUNITY  
HOUSE**

## **Objectives:**

1. Communicate with the Community Christmas Lunch Group to inform creation of plan for delivery of the Community Christmas Lunch on 25<sup>th</sup> December 2020.
2. Provide a clear plan for coordination of the kitchen to provide the meals, work with volunteers and clean the venue – across both meal preparations and serving.
3. Implement plan for coordination of Community Christmas Lunch.
4. Work with volunteers to receive donations, prepare meals, serve meals and ensure all areas used are cleaned according to venue and Covid-19 requirements.
5. Catering for a Christmas lunch in an inclusive welcoming environment with both volunteers and community members actively participating in a spirit of Connection, Collaboration and Celebration.
6. Communicate back to Community Christmas Lunch Group with feedback and recommendations for future Community Christmas Lunches.

## **Project and Payment Plan:**

<b>Project Deliverables</b>	<b>Delivery Date</b>	<b>Payment</b>
1. Communicate with CCL Work Group (from CCH, MASC, St Vinnies, Chirp, MASDAG), toward creating a plan for coordination and implementation of the Community Christmas Lunch 2021.	10 <sup>th</sup> Dec	
2. Provide written plan brief to the CCLG, including menu, volunteer support required, food preparation, serving and cleaning.	14 <sup>th</sup> Dec	\$1000
3. Work with CCLG and volunteers to receive food donations, prepare dishes and store ready for Christmas day.	15 <sup>th</sup> to 24 <sup>th</sup> Dec	
4. Work with volunteers to prepare meals for serving and cleaning of venue after the event.	25 <sup>th</sup> Dec	
5. Provide brief review of 2020 Community Christmas Lunch, to inform improvements for, and sustainability of, future Community Christmas Lunches.	January 15 <sup>th</sup> 2022	\$1000 – to be paid in early January 2022.