



Community Christmas Lunch Kitchen Coordinator PD

Castlemaine Community House (CCH) is one of 400 community houses in Victoria. Also called neighbourhood houses and learning centres, these local organisations provide social, educational and recreational activities for their communities in a welcoming environment.

CCH operates out of several sites, with a head office in the township of Castlemaine. It is staffed by both paid and voluntary workers and encourages the participation of all members of the community. More than 300 people attend programs and activities at the house including:

1. Pre-accredited training
2. A range of community development programs and activities
3. Centrelink and Medicare agent
4. No Interest Loans Scheme
5. Public Internet Access Program

Principles and practices

CCH works in a community development framework, encouraging change and growth to improve the social, environmental and cultural infrastructures within the local community and individuals. CCH seeks to be inclusive and supportive of people from diverse background and varying abilities via our committed to:

1. Social justice and democracy at all levels
2. Progressing environmental issues
3. Lifelong learning
4. Developing programs to meet the needs of the isolated and marginalised.

All staff, volunteers and management are bound by the following statement of values:

1. Respect:

We value the inherent dignity and equality of all people regardless of their circumstances.

2. Justice:

We value equality of opportunity, social inclusion and consistency of outcome for all.

3. Commitment:

We value our responsibility to the community and the environment in line with our Mission and Vision.

4. Integrity:

We value consistency between word and deed.

5. Accountability

We value the acceptance of personal responsibility.

6. Co-operation:

We value working together towards our goals.



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Role details

- Project title:** Community Christmas Lunch
- Reports to:** Community Development Coordinator (CDC), Castlemaine Community House
- Stakeholders:** This subcontractor position will work with Castlemaine Community House and supporting organisations to deliver this project.
- Funding:** \$2000 – either as a self-insured contractor, or employee of CCH.
- Term:** Fixed term contracted services as agreed under the project and payment plan – dependent on if Kitchen Coordinator has their own insurance or not.

Key Selection Criteria

1. Proven experience and expertise in catering
2. Proven experience in volunteer coordination.
3. Relevant qualifications for safe food preparation – Safe Food Handling Certification.
4. Proven ability to set and meet targeted plans and deliver against agreed schedules.
5. Capacity to work within the values and philosophies of Castlemaine Community House.

Position Objectives

1. Communicate with the Community Christmas Lunch working group (CCLwg) to inform creation of plan for delivery of the Community Christmas Lunch on 25th December 2022, including provision of a suggested menu and requirements (ingredients, produce, volunteers, etc) to meet this.
2. Coordinate with CCH staff and local businesses to request and receive donations.
3. Work with CCLwg and volunteers to receive donations, prepare meals, serve meals and ensure all areas used are cleaned according to venue and Covid-19 requirements.
4. Coordinate and support volunteers in kitchen related roles on Christmas Day, to ensure all proceeds as smoothly as possible, in terms of timing, ambience and practicalities.



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5. Communicate back to Community Christmas Lunch Group via a report to provide feedback and recommendations for future Community Christmas Lunches.

Project and payment plan

<u>Project deliverables</u>	<u>Delivery date</u>	<u>Payment</u>
1. Communicate with Community Christmas Lunch Group (representatives from CCH, MASC, Chirp), toward creating a plan for coordination and implementation of the Community Christmas Lunch 2022.	28 th Nov 2022	
2. Provide written plan brief to the CCLG, including menu, volunteer support required, food preparation, serving and cleaning.	30 th Nov	\$1000 – if contractor with insurance
3. Coordinate connections with local businesses to request and receive food/produce donations.	December	
4. Work with CCLwg, CCH and volunteers to receive/store food donations, prepare dishes and store ready for Christmas day.	23/24 Dec	
5. Work with volunteers to prepare meals for serving and cleaning of venue after the event.	25 Dec	
6. Provide brief review of 2022 Community Christmas Lunch, to inform improvements for, and sustainability of, future Community Christmas Lunches.	16 th January 2023	\$1000 – if contractor with insurance

Application

If you feel you meet the key selection criteria, or would like to discuss the position further, please get in contact with Kez Jennings via communitydevelopment@cch.org.au or on 5472 4842 by 10am Monday 21st November 2022.