



CCH Contract – Community Christmas Lunch, Kitchen Coordinator

Sub-contractor name:

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 for individuals. CCH seeks to be inclusive and supportive of people from diverse background and varying abilities via our commitment to:

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

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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Subcontracted project details

Project title:	Community Christmas Lunch (CCL)
Reports to:	Community Christmas Lunch Program Coordinator, (Castlemaine Community House) until December 19 th , 2025, and the Event Coordinator, thereafter.
Stakeholders:	This subcontractor position will work with Castlemaine Community House and supporting organisations to deliver this project.
Payment:	December 2025: \$1000 (+ super) on receipt of invoice by COB on 21st November 2025 January 2026: \$1,115 (+ super) on receipt of invoice and brief review of 2025 Community Christmas Lunch, to inform improvements for, and sustainability of, future Community Christmas Lunches.
Term:	Fixed term contracted services as agreed under the project and payment plan.

Key Selection Criteria

1. Proven experience and expertise in event catering and volunteer coordination.
2. Relevant qualifications for safe food handling and preparation.
3. Proven ability to work within workplace health and safety regulations.
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.



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Position Objectives

1. Liaise with the Community Christmas Lunch Working Group (CCLWG) to create a plan to deliver the Community Christmas Lunch on 25th December 2025, including provision of a suggested menu and requirements (ingredients, produce, volunteers, etc.) to meet this.
2. Identify volunteer needs, create roster and induct volunteers according to role needs.
3. Work with the CCLWG and volunteers to receive donations, prepare and serve meals and ensure all areas used for food preparation and service are cleaned according to venue requirements.
4. Coordinate and support volunteers in kitchen-related roles on Christmas Day (and prior), to ensure food service proceeds as smoothly as possible, in terms of timing, ambience and practicalities.
5. Communicate back to the CCLWG via a report, to provide feedback and recommendations for future Community Christmas Lunches.



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Project and payment plan

<u>Project deliverables</u>	<u>Delivery date</u>	<u>Payment</u>
1. Communicate with the Community Christmas Lunch Working Group (including representatives from CCH, MASC, Dhelkaya Health, HALT, Safe Space, and others), to create a plan for coordination and implementation of the Community Christmas Lunch 2025.	Nov 2025	
2. Provide written plan brief to the CCLWG, including menu and required volunteer support for food preparation, serving and cleaning.	21st Nov 2025	\$1,000 (+ super)
3. Work with the CCLWG to provide induction for kitchen volunteers	Dec 2025	
4. Work with CCLWG, CCH and volunteers to receive food and produce donations, prepare dishes and safely store food ready for Christmas Day service.	Dec 2025	
5. Work with volunteers to prepare food for service on Christmas Day and coordinate cleaning of the food preparation and service areas after the event.	Dec 2025	
6. Provide brief review of 2025 Community Christmas Lunch, to inform improvements for, and sustainability of, future Community Christmas Lunches.	January 2026	\$1,115.00 (+ super)