



## MULLUM MULLUM INDIGENOUS GATHERING PLACE LTD

### Position Description

Job title:	Chef
Award:	SCHADS
Classification:	Level 2/3 TBD in accordance with qualifications and experience
Reports to:	Social Enterprise Coordinator
Status:	Fixed term for 6-months – subject to ongoing funding. After-hours and weekend work will be required.
Location:	Croydon and offsite as needed
Date updated:	Jan 2023

#### Job Purpose

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Mullum Mullum Indigenous Gathering Place (MMIGP) is a strong, proud, culturally connected and self-determined Aboriginal Community Organisation in the Eastern Metropolitan Region (EMR). Our purpose is to provide a safe and welcoming environment for people to connect with culture, learn new skills and contribute to community health and wellbeing.

The Chef will be responsible for supporting the operations of our Food Van and Social Enterprise known as 'Mullum Creations'. Mullum Creation's purpose is to share cultural knowledge and connection through a blending of native foods training, cultural education, catering and supporting pathways to employment and training for Aboriginal and Torres Strait Islander people. This will be achieved by increasing the presence and participation of Aboriginal and or Torres Strait Islander community at various community events, corporate functions, catering etc and nurturing our community and young people to upskill in this space.



## KEY RESPONSIBILITIES

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- Prepare, cook and serve food in accordance with menus, ensuring a high level of quality and presentation is achieved at all times according to agreed standards
- Assisting in menu design, change and implementation that strengthens our business ambitions
- Oversee the appropriate ordering, receiving, storage and rotation of food and supplies.
- Plan and implement food preparation lists for effective production prior to events
- Maintain kitchen equipment and plant in good condition arranging for repairs where required
- Organise and implement food service
- Maintaining procedures and practices ensuring compliance with Victorian Food safety standards and regulations.
- Assist with putting away of deliveries & general kitchen clean up duties.
- Implement cleaning and hygiene procedures with junior staff, students and volunteers
- Understand and analyse consumer purchasing habits to develop menu strategies for continued growth
- Support a culture of information sharing and culinary leadership to colleagues
- Support the operations and logistics of the Mullum Creations Food Van and catering at various events.
- Support, mentor and nurture younger people and community to build their capacity in hospitality.
- Evaluation of the Mullum Creations Food Van including assisting in undertaking reviews of the processes and procedures to achieve efficiencies and improvements in quality of services for the purposes of food sales.
- Build relationships with a variety of stakeholders including but not limited to potential event holders, local government and councils, businesses, suppliers, customers, and educational groups.
- Deliver programs and events with versatility, flexibility, enthusiasm and a high level of self-motivation and initiative.
- Work collaboratively with MMIGP management and other MMIGP program workers, community groups and other stakeholders.
- Comply with all MMIGP policies including COVID safe plan, code of conduct, procedures and practices, external funding body requirements and legislation.
- Any other duties as directed by the Operations Manager or other supervisor where required.

## KEY SELECTION CRITERIA

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- Demonstrated understanding of the Victorian Aboriginal community and the ability to communicate effectively with Aboriginal people of all ages



- Understanding of the specific cultural and historical issues that impact on Aboriginal clients, particularly in response to intergenerational trauma and the Stolen Generations
- An immense passion for food, striving to experiment and express creativity in cooking
- Experience as a Cook or Chef, with a cert in commercial cookery or similar is desirable
- Demonstrated experience of working in a hospitality setting. Food trailers and/or food van experience is highly desirable.
- Excellent customer service skills and the ability to engage effectively with people.
- Demonstrated ability to be flexible and adapt to fast paced working environments.
- Availability to work flexible hours including after-hours and weekends where required, particularly in relation to specific events and occasions.

### Required

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- A current first aid certificate or willingness to obtain once employed
- A current Working with Children Check and Police Check
- A current Victorian Driver's License
- Available to work flexible hours including weekends, school holidays and afterhours where required

### Personal Attributes

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- Ability to work well under pressure
- Nurturing and supportive
- Culturally aware and inclusive
- Client and Community focused
- Collaborative team player
- Able to form positive relationships with others
- Ethical and honest
- Self-disciplined and motivated

### Please Note

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- This role will primarily be located in Croydon with travel to other sites/event required. We have fleet vehicles available for events, subject to availability.

**Aboriginal and Torres Strait Islander people are strongly encouraged to apply.**