



Position Description

Position Title

Community Kitchen Facilitator – casual 6 hours per fortnight.

Community Kitchen: Overview

HomeChoices, a member of the EW Tipping Foundation network, supports people with a disability to live in the community.

This role will provide a supportive learning environment for a small group of people with a disability who are living in Warragul with part time paid support.

The Community Kitchen will bring together motivated people with a disability who are keen to develop food preparation and cooking skills. They will learn about good nutrition and will enjoy coming together to share the learning experience and evening meal. The Community Kitchen will be a place where they will not only develop living skills, but will also develop social skills and networks through food.

The Community Kitchen will operate on a fortnightly basis in a registered kitchen in central Warragul. The facilitator will be employed on a casual basis for 6 hours per fortnight until December 2010 with the possibility of continuing in 2011. All equipment and materials will be provided.

The facilitator role is responsible for:

- establishing the learning environment,
- assisting with:
 - menu planning,
 - working to a budget,
 - shopping for fresh ingredients
- providing assistance with the food preparation, cooking, serving of the final meal involving all members of the group in all aspects of the meal preparation
- providing information about good nutrition
- providing exposure to a range of cuisines and simple cooking techniques
- support to clean up after preparation and the completion of the meal.

E W Tipping Foundation: Background

E.W. Tipping Foundation (EWTF) is one of Victoria's largest charitable community organisations, forming the hub of a \$32M hub-and-spoke network across the state. Our vision is "independence, choice and community for all", and we work in a variety of ways to support older Victorians, people with a disability, children and youth, and families.

E.W. Tipping Foundation commenced in 1970, and is named in honour of Melbourne journalist and disability advocate, E.W. (Bill) Tipping, who contributed for many years to improving the situation of people with disabilities in Victoria. The Foundation is a community-based organisation, with a voluntary Board of Governance whose members bring a wide range of skills and perspectives.

We are a charity with a strong independent income stream from donors, as well as funding agreements local, state and Commonwealth governments.



Our Patron-in-Chief is Governor of Victoria, Professor David de Kretser AC, and we also enjoy the support of our Patron Dame Elisabeth Murdoch, AC, DBE.

Additional information about the Foundation is available on our website: www.tipping.org.au, and our partner organisations at www.vistasupport.org.au and www.igain.edu.au

HomeChoices

HomeChoices is the new name for our residential and respite services and community development projects. HomeChoices is a network partner of EW Tipping Foundation. The new name is a good match for the types of services HomeChoices provides. It is an easy name to remember, and will help people to identify with these services. The new logo represents the focus on homes in inclusive communities. Wherever people choose to live, and whatever support they might need, community participation is a vital part of life. HomeChoices will support people to make their own choices about how they want to live their life, and where they want to live. For some people, this may mean living more independently within their Shared Supported Accommodation. For others, it may mean that they would like support to transition to independent living. We want to support everyone who wants to transition to more independent living.

Values statement

The E.W. Tipping Foundation believes that the core values of respect, integrity, empowerment, open communication and continual learning underpin our commitment to supporting people with disabilities to enhance their life opportunities and choices. We expect all staff to work in a professional manner based on these values.

Are you right for this role?

You are a hands-on, people person with a passion for bringing people together through food. You understand the importance of good nutrition, budgeting and planning, and are able to share your passion, knowledge and experience and teach these skills to people of all abilities. You are looking for an opportunity to use your skills and experience in food and nutrition while at the same time achieving great social outcomes.

Your satisfaction comes from knowing that you are developing living skills and social networks for people with a disability and making a difference in their lives.

Is the role right for you?

This role is vital to the success of our Community Kitchen project which is an objective in our strategic plan, and has been funded by philanthropic trusts.

You will support a small group of people with a disability to develop skills in safe food preparation and cooking on a budget, nutrition knowledge, and experience of a range of different recipes and cuisines. This is a hands-on role which requires skills in and knowledge of safe food preparation, cooking, nutritional information and providing a supportive learning environment.



Your own outstanding interpersonal skills will be needed to work with, engage and motivate a broad range of people.

You are motivated by the opportunity to make a difference for people with a disability.

Level of supervision

Responsible to:

Coordinator, Living My Life My Way

Core skills

- Well developed food preparation and cooking skills
- Sound knowledge of good nutrition principles and practices
- Proven ability to provide a positive learning environment
- Ability to adapt own communication style and instruction methods to meet the varying needs of individuals.

Key Roles

The Community Kitchen Facilitator will provide support to a small group of people with a disability to learn and increase skills and knowledge about meal preparation, menu planning, budgeting, shopping and social interactions and provide feedback on individuals' participation and progress on a fortnightly basis.

The key areas are

- Provide instruction, demonstration and information about:
 - safe food handling – inc: hygiene, knife skills, storage of food, oven and stove usage
 - meal preparation,
 - cooking skills,
 - serving of food,
 - cleaning of utensils, equipment and kitchen area
- Provide information about good nutrition principles and practices
- Support learning and practice of meal etiquette and positive social interactions
- Assist development of skills in menu planning on a limited budget and shopping
- Provide opportunity for experience of a wide range of different cuisines



- Arrange for visits to restaurants for meals and kitchen tours
- Provide fortnightly feedback to Coordinator, Living My Life My Way using a prescribed methodology

Location

The Community Kitchen will be based in Warragul with access to an office area if required.

Classification, Hours & Basis of Employment

This is a casual position with a rate of \$25.00 per hour. The position is required to work for 6 hours between 2.00pm and 8.00pm per fortnight on a Tuesday commencing mid to late March 2010. These hours consist of some planning and preparation time with a minimum of 4 hours direct work with the Community Kitchen members.

Key Selection Criteria

Essential

1. Qualifications and experience in safe food preparation, cooking and nutrition.
2. Proven performance in supporting others to develop skills in safe food and kitchen practices
3. A strong proven commitment to making a difference to people with a disability and an understanding of the needs of people with disability
4. Outstanding verbal and interpersonal skills, with the ability to relate to a broad range of people
5. A high degree of enthusiasm, creativity; the ability to take the initiative, as well as the ability to motivate, influence and work autonomously.
6. Current and satisfactory police check.

Contact

We would welcome telephone or email enquiries from interested potential applicants. **If you have read this position description carefully** and believe you may meet all or most of the key selection criteria but would like additional information, please phone Darren Shaw on 0457 722 250

Closing date

Applications should be received by 5pm Wednesday 10 March 2010

How to apply

Applicants should include an application letter, a summary of relevant personal and professional experience, a minimum of three referees, and a statement responding to the Key Selection Criteria. Total length of applications should be no more than 4 pages.



Note that failing to specifically respond to Key Selection Criteria may seriously disadvantage the applicant.

Emailed applications to darren.shaw@tipping.org.au (using MSWord attachments) are strongly preferred.

(Faxed applications to 03 5622 2526 or mailed applications marked "Confidential" to "Darren Shaw Community Kitchen Position", C/- E.W. Tipping Foundation, 71 Victoria St, Warragul 3820 will also be accepted if applicants are unable to apply by email.)

Interviews will be held in March. The interview panel will comprise two to three people and the interview will comprise a series of questions and potentially one or more scenario or similar exercises. Equal opportunity principles will be applied.

Appointment to this position will be subject to a criminal records check and a pre-injury statement.

The following should be signed and returned with your application for employment:

I, _____ **agree to the employment terms outlined in this position description.**
(Print Name Clearly)

Signature:

WITNESS:

Date:

Issue date: February 2010