

Position title	Cook Mentor
Award	Hospitality Industry (General) Award 2010
Classification	Level 3 cook (tradesperson) grade 2
Hours per week	30 hours per week 10am – 4.30pm Monday until Friday
Reports to	Social Enterprise Manager
Position holder	Vacant

Cook Mentor

The skilled Cook Mentor will prepare delicious meals and influence our menu while working in a meaningful role that creates positive change in our community. This role involves guiding, mentoring, and supporting young people with additional needs across the Wimmera, who face social isolation and economic exclusion, including significant barriers to employment.

The Cook Mentor will:

- Prepare (cooking and presenting) all menu items of meals on wheels.
- Be responsible for packing all items for meals on wheels delivery.
- Prepare food using our approved recipes.
- Maintain customer expectations and accommodate guests with allergies.
- Monitor ingredient quality for freshness.
- Monitor stock levels and place orders with suppliers.
- Keep a clean and orderly environment in the kitchen, whilst adhering to food standards and safety practices.
- Respond to orders, questions, concerns, and complaints in a polite and efficient manner.

Key Selection Criteria

Essential

- Ability to work flexible hours when required.
- Experience in food preparation.
- Have an interest in training, mentoring, and supporting people with additional needs.
- Can work under pressure.
- Be able to embrace and move with change.
- Current food handling certificate.

Desirable

- Certificate IV in Commercial Cookery with 3 years relevant work experience.
- First Aid Certificate.
- A current Victorian motor vehicle licence.

Personal attributes

- Key skills that enhance teamwork include strong communication skills.
- Empathy and compassion.
- The ability to give and receive constructive feedback.
- Patient and calm.
- Self-disciplined.
- Ethical and honest.
- Determined and positive.
- Innovative.

Conditions of employment

- All terms and conditions of employment are in accordance with the Hospitality Industry Award 2010 and the National Employment Standards.
- The employee agrees to abide by all health and safety rules and requirements, policies and procedures of the employer that may be amended from time to time.
- This appointment is subject to Police check, Working with Children Check and NDIS Worker Screening Check.

Chief Executive Officer review and approval:

I have reviewed and approve the above position description

Signature: _____ Date: / /

Robbie Millar - Chief Executive Officer

Employee statement

I have read, understand, and agree to the above position description

Name:

Signature: _____ Date: / /