



Nano Nagle
NETWORK

Position Description: Kitchen Coordinator

ROLE TITLE	Kitchen Coordinator
LOCATION	St Joseph's Flexible Learning Centre - North Melbourne
NETWORK	Nano Nagle Network, EREA
SALARY OR AWARD	Victorian Catholic Education Multi Enterprise Agreement 2018
EMPLOYMENT STATUS	Full time Fixed Term
COMMENCEMENT	ASAP
POSITION REPORTS TO	Head of Administration
POSITION SUPERVISES	Kitchen Staff x 2
CONTACT	Perri Broadbent-Hogan - Campus Principal
PHONE/EMAIL	0418 372 902 or nanonaglerecruitment@youthplus.edu.au
JOB REFERENCE NO.	SJFLCNM/KC0520
CLOSING DATE	4 pm 29 May 2020

Aboriginal and Torres Strait Islander people are encouraged to apply

Foundation Statement

Nano Nagle Network seeks to respond to the needs of young people disenfranchised and disengaged from education through the provision of a safe place that provides an opportunity for them to re-engage in a suitable, flexible learning environment.

Flexible Learning Centres seek to build honest and authentic relationships with young people, their families and communities, through valuing, supporting and celebrating the uniqueness and dignity of each person.

Flexible Learning Centres are guided by the vision of Edmund Rice, and the empowering service of education, so that young people may achieve personal and community liberation through educational experiences that enable transformation.

Background

Flexible Learning Centres are an initiative of Edmund Rice Education Australia. Flexible Learning Centres (FLCs), offer a full-time and multiyear secondary education and social inclusion program for young people who have disengaged from mainstream structures. Young people may express a broad range of complex education and social needs and the Youth+ services respond with a variety of flexible and innovative social inclusion and learning experiences.

Network Office | 1b/135 Cardigan Street, Carlton Vic 3053 | P.O. Box 102, Carlton South Vic 3053 [P] 03 9269 6922
St. Joseph's Flexible Learning Centre | 385 Queensberry Street, North Melbourne Vic 3051 [P] 03 9269 6900
St. Joseph's Flexible Learning Centre | 15 Police Lane, Geelong Vic 3220 [P] 03 5201 8090
St. Francis Flexible Learning Centre | 115 Allunga Road, Chigwell Tas 7011 [P] 0427 249 286
[W] www.youthplus.edu.au | ABN: 96 372 268 340

FLC services provide young people with a varied and holistic set of learning experiences, supporting them to identify and pursue an individual transition to adulthood, employment, further education and training, and social connectedness.

Indigenous and non-indigenous young people who attend are usually disengaged from mainstream education for a range of reasons that may include those:

- who have had contact with the juvenile justice system;
- in the care of the Office of Children and Families;
- with a history of trauma;
- with a history of extended periods of unexplained absences;
- who are highly mobile;
- with mental illness or at risk of engaging in self-harming behaviours or substance abuse;
- who have been excluded or repeatedly suspended from school;
- who are homeless;
- who are young parents;
- with a generational history of early school leaving; and/ or
- with a generational history of unemployment.

See www.youthplus.edu.au - Publications for further information.

Principles of Operation

The four principles of operation that all Flexible Learning Centres operate under are Respect, Participation, Safe and Legal and Honesty.

This framework is a significant point of difference from mainstream schooling. The principles establish a “common ground” among staff, young people and families where the means to resolve conflict, negotiate learning, recognise rights and responsibilities are modelled and explored, both within the group and individually.

A primary responsibility for this role is to maintain fidelity to Operation by Principle and the best practice guidelines as articulated in the Youth+ Foundation and FLC Occasional Papers (available on the website at http://mail.erefic.org.au/docs/occasional_paper_series_booklet.pdf).

EREA Charter and Touchstones

Edmund Rice schools strive to offer a liberating education, based on a gospel spirituality, within an inclusive community committed to justice and solidarity. The Charter describes our distinct identity as Edmund Rice schools and provides a practical expression of this identity. The Charter uses four touchstones to describe the culture of a Catholic school in the Edmund Rice tradition. These touchstones give us ideals authentically linked with the Charism which underpins the ministry in our schools and educational endeavours. They help us set our direction and define our goals as, following Edmund Rice’s vision, we continue to reflect and to seek to make the Gospel a living reality in our communities. The Charter and Touchstones can be accessed from the EREA website: <https://secure.erea.edu.au/Publications/EREA-Charter/docs/EREA-Charter.pdf>

Primary Role

Based at St Joseph's Flexible Learning Centre (SJFLC) in North Melbourne and reporting to the Head of Administration, this position is responsible for the management and delivery of the meals program at SJFLC.

Duties and Responsibilities

Duties include:

- Providing a breakfast and lunch program to the school community in accordance with healthy eating guidelines;
- Abiding by relevant Food Safety and OHS standards;
- Buying supplies for breakfast and lunch;
- Maintaining financial records;
- Serving meals to young people;
- Catering for culturally specific meals when required such as Halal and Kosher food;
- Building positive relationships with the young people;
- Assisting young people with food preparation in collaboration with other staff members; and
- Other duties as required.

Applications

Applications should be forwarded to Perri Broadbent-Hogan at nanonaglerecruitment@youthplus.edu.au by close of business on the 20 May 2019 and need to include:

- A response to the selection criteria (listed below);
- A current curriculum vitae outlining previous experience and skills; and
- Two referees (including contact details). Please include a referee from current or most recent place of employment.

For further information contact Campus Principal Perri Broadbent-Hogan on 0418 372 902.

EREA supports the rights of children and young people and is committed to providing a safe and supportive environment directed at ensuring their safety and wellbeing. All applicants for these positions will be subject to EREA screening procedures.

Selection Criteria

1. Bulk catering and commercial kitchen experience
2. Experience working with young people
3. Food Safety Supervisor Certificate (or capacity to obtain)
4. Hygiene for Food Handlers Certificate (or capacity to obtain)
5. Positive Working with Children Check