



COMMUNITY KITCHEN INSTRUCTOR

About us:

Chelsea Heights Community Centre, is a not-for-profit community-based and inclusive organisation which plays a vital role in the social, educational and cultural life of our community. We offer a wide variety of programs, activities and services involving a diverse range of people from our local and surrounding community.

About the opportunity:

Chelsea Heights Community Centre is looking for a highly motivated and positive individual to coordinate and teach a new series of community kitchen classes.

The instructor will be responsible for creating and implementing the proper format for the class being taught. The instructor will have to adhere to the mission and philosophy and work as a team member of the Chelsea Heights Community Centre.

The Community Kitchen Instructor will shop and teach once a week at the Centre during 2 series of 4 weeks (March and May 2025) within a 3-hour class (on Tuesday 11am-2pm). Casual paid position by contract.

Job Title	Community Kitchen Instructor
Job Summary	Working as an independent contractor and coordinating with CHCC Manager and Program Coordinator, this position is responsible for facilitating the community kitchen group, connecting participants and promoting nutritious meal preparation.
Responsibilities	<p>When providing services for Community Kitchen classes, the instructor will:</p> <ul style="list-style-type: none">• Oversee all kitchen operations ensuring work health and safety practices.• Facilitate cooking sessions including setting up workstations, delegating responsibility (if necessary) as well as participating in cooking and cleaning up.• Develop menus with participants for the weekly programs based on nutritious and well balanced diet.• Promote healthy lifestyle habits;• Within the allocated budget, purchase supplies required for the weekly menu• Maintain an on-going inventory of supplies and organise storage areas• Ensure participants feel welcome and are included in the group's decision-making and task sharing• Address emergent issues requiring conflict resolution and encourage group harmony• Report any Incident via the incident report form

Chelsea Heights Community Centre

Beazley Reserve – 160 Thames Promenade

Chelsea Heights, VIC 3196

(03) 9772 3391

office@chelseaheightscommunitycentre.com.au

www.chelseaheightscommunitycentre.com.au

Core Competencies	<ul style="list-style-type: none"> ● Emotional Intelligence (empathy, self-awareness, self-regulation, motivation, social skills) ● Active listening ● Adaptability ● Communication ● Interpersonal awareness ● Building collaborative relationships ● Problem solving ● Teamwork
Qualifications and Experience	<ul style="list-style-type: none"> ● Experienced and qualified cooking instructor ● Knowledge of nutrition. ● Shopping and budgeting skills. ● Ability to work and engage with diverse groups of people. ● Good communication and interpersonal skills. ● Flexible, organized and a team player. ● Group facilitation skills and experience preferred.
Requirements	<ul style="list-style-type: none"> ● Driver's License ● National Police Certificate ● ABN number ● Public Liability Insurance ● Ability to provide an up to date First Aid certificate (desirable)

How to apply?

If you wish to apply for this position, please email us your CV and a cover letter at office@chelseaheightscommunitycentre.com.au

If you need more information or have any question about the position, please contact:

Lorraine Bradford - Manager

0397723391