

Program:	
Position:	<b>Kitchen Team - Cook</b>
Gifts:	Ability to cook and to work unsupervised, ability to work within a team. Have a non-judgemental attitude
Time Commitment:	8am to 12pm on Monday 2pm to 6.30pm on Tuesday

Please be on time and if you are not able to work on your rostered day, please inform Program Leader (PL) Name: \_\_\_\_\_ on Tel. No. \_\_\_\_\_ or email: \_\_\_\_\_

### Tasks

Plan Menu	<u>Plan menu including vegetarian option and dessert.</u> <ul style="list-style-type: none"> <li>• Consider last week's menu.</li> <li>• Check available freezer and pantry stock.</li> <li>• Check with PL for available budget.</li> <li>• Inform PL what you would like to have set aside from daily food donations from Second Bite pickup.</li> <li>• Purchase ingredients for the day; please also check coffee, tea, milk (2l) and butter (½ cont.).</li> </ul>
<b>Monday</b> 8am - 12pm	<ul style="list-style-type: none"> <li>• Meet your team and ask them to "sign in". Inform them about planned menu and assign jobs.</li> <li>• Inform team about "safe food handling procedures" (sink for hand washing, cutting boards, gloves etc.) and sanitise kitchen bench and sink.</li> <li>• Fill dishwasher, wash dishes and boards, clean stove and oven and make sure that everything is turned off when leaving (leave dishwasher on for Bridge club).</li> <li>• Store all food in the kitchen and ER fridge.</li> <li>• "Sign out", place name badge in office and leave apron in washing basket.</li> </ul> <p><b>If preparation for Programme Name dinner is completed early:</b> Stock up supplies by processing vegetable and fruits and store it in freezer.</p>
<b>Tuesday</b> 2pm	<ul style="list-style-type: none"> <li>• Meet your team and get them all to "sign in". Sanitise kitchen bench and sink.</li> <li>• Inform team about planned menu and "safe food handling procedures" (sink for hand washing, cutting boards, gloves etc) assign jobs, set a time line and start preparing for dinner.</li> <li>• Check if fresh bread is available (8-9 loafs) if not take out of freezer.</li> <li>• Fill dishwasher and try to clean up as you go, wash pots and use the dishwasher for boards, bowls etc.</li> </ul>
4.30pm - 5pm	<ul style="list-style-type: none"> <li>• Start setting up service station in kitchen (all benches need to be cleared and pantry food items returned to cupboards).</li> <li>• Assign jobs to serve dinner (3 main, 2 dessert).</li> <li>• Assign jobs to clean up the kitchen: Empty bin, recycling and chicken scraps and sweep floor if needed.</li> <li>• If you have time, clean stove and oven, pie warmer and microwave.</li> <li>• Put all water jars and leftover vegetables and fruits on servery hatch for the hall staff to distribute.</li> <li>• Organize dinnertime for you and your team.</li> </ul>

5pm - 6pm	<ul style="list-style-type: none"> <li>• Serve dinner - clients will get their meals and take away from servery hatch after leaving donation. Then they will line up at the other servery hutch for dessert.</li> </ul>
After 6pm	<p><u>Assign following jobs to kitchen team and proceed to admin responsibilities:</u></p> <ul style="list-style-type: none"> <li>• Pack leftover food into take away containers (count and tell cook), sell for a donation or if suitable, freeze them for ER (date and label) place into freezer in front of ER office. All food items need to be packed away or disposed – nothing can be left in fridge or bench.</li> <li>• Clean stove, oven, pie warmer, fridge and bench tops.</li> <li>• Nominate someone from kitchen or hall team to take home washing. Washing needs to be returned before Monday.</li> <li>• Nominate who takes chicken scraps.</li> </ul>
Admin	<ul style="list-style-type: none"> <li>• Nominate an assistant to count money (always two people).</li> <li>• Reimburse meal purchases from donated money.</li> <li>• Both count money and fill out bank deposit work sheet. Both sign the bank deposit work sheet.</li> <li>• Prepare banking deposit bag and bank deposit slip.</li> <li>• Staple purchase receipts to bank deposit work sheet place it into pouch for PL.</li> <li>• Check with kitchen team how many left over meals they have packed and add it to “meal count sheet” and place that into pouch too.</li> <li>• Handover the banking and pouch to PL.</li> </ul>
6.30pm	<ul style="list-style-type: none"> <li>• Before going home check with kitchen team that all jobs are done, make sure everything is turned off and no food is left in oven, fridge or on benches (including chicken scraps) and that washing is taken care of.</li> <li>• Tick checklist “before you leave”, note if something needs replacing (pantry items, foils etc). Hand over check list to hall team.</li> <li>• <b>“Sign out”</b>, place name badge in office and leave apron in the washing basket in kitchen.</li> </ul>

### OHS

Report any incidents and breakage using appropriate form.
Be aware of safe lifting procedures. E.g. no more than 15kg.
Be aware of safe food handling procedures.
Read and sign the Diocesan Food handling guide. (Currently under review)
Know the fire and emergency plan.

Program:	
Position:	<b>Kitchen Volunteer (5 per team)</b>
Gifts:	Ability to work within a team, have a non-judgemental attitude
Time Commitment:	8am - 12pm on Monday OR 2pm – 6.30pm on Tuesday

Please be on time and if you are not able to come on your rostered day, please inform Program Leader (PL) Name:    on Tel. No.    or Email:

Policy No:

Issued:

Version:

Revision:

### Tasks

<b>Monday</b> 8am to 12pm	Meet cook, <b>“sign in”</b> and follow her/his instruction (no cooking is required). Jobs will include peeling and chopping vegetable and fruits, preparing dessert and cleaning up kitchen <b><u>as outlined in the cook’s job description</u></b> (attached, please read). <b>“Sign out”</b> , place name badge in office and leave dirty apron in washing basket in kitchen.
<b>Tuesday</b> 2pm to 6.30pm	Meet cook, <b>“sign in”</b> and follow her/his instruction (no cooking is required). Jobs will include peeling and chopping vegetable and fruits, preparing dessert, dishing out meals and cleaning up kitchen <b><u>as outlined in the Cook’s job description</u></b> (attached, please read). <b>“Sign out”</b> , check with cook when it is convenient time to leave, place name badge in office and leave dirty apron in washing basket in kitchen.

### OHS

Be aware of safe lifting procedures. E.g. no more than 15kg.
Be aware of safe food handling procedures.
Read and sign the Diocesan Food handling guide. (Currently under review)
Know the fire and emergency plan.