



**Self Help Workshop Inc. trading as Self Help Workplace & Encore Clothing**

## **Position Description**

<b>Job Title:</b>	<b>Life Skills Co-ordinator</b>
<b>Reports To:</b>	Operations Co-ordinator
<b>Salary Range:</b>	Supported Employment Services Award (Grade 5)
<b>Hours:</b>	Full Time (8:30am to 4:36pm – Monday to Friday)
<b>Approved By:</b>	Board of Directors
<b>Approved Date:</b>	2 November 2011

### **SUMMARY**

To manage the commercial kitchen and support employees to acquire life skills in cooking, cleaning and the kitchen garden.

**ESSENTIAL DUTIES AND RESPONSIBILITIES (SELECTION CRITERIA)** include the following:

- a. Manage the small commercial kitchen including:
  - Cooking food for service in the canteen, training room and offsite corporate catering orders
  - Ordering canteen, cleaning and other relevant goods from suppliers
  - Preparing menus that are cost effective and encourage healthy food choices
  - Undertaking tasks to ensure that the canteen and related operations comply with all relevant legislation and standards
  - Operating within budget
  
- b. Direct and coordinate the work activities of employees to train and improve their vocational skills by performing the following duties:
  - Train and support employees in life skills including: personal hygiene, cleaning and other canteen and domestic duties as described in employees' individual employment plans;
  - Train and support employees to prepare, cook and serve meals;
  - Train and support employees to prepare for events such as Encore evenings and events in the training and conference room
  - Train and support employees to participate in the kitchen garden including planting, maintenance and harvesting
  - Assign employees to specific tasks and demonstrate job duties to ensure understanding of duties.
  - Observe employees to ensure work is performed according to prescribed methods and meets established standards.
  - Monitor work performance of employees to ensure compliance with procedures and safety regulations.
  - Resolve work related difficulties by re-assigning employee to simpler tasks when employee cannot perform assigned tasks, or to tasks containing higher degrees of complexity as level of competence is reached.

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Authorised by General Manager 4-Nov-11  
Printed on Friday, 4 November 2011



c. Carry out work duties in accordance with Self Help Workplace's policies and applicable laws.

**SUPERVISORY RESPONSIBILITIES**

- Assists in supervising employees.
- Responsibilities include planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems.

**CERTIFICATES, LICENSES, REGISTRATIONS**

- First Aid Certificate (or ability to acquire)
- Current Drivers Licence
- Trade Certificate or relevant industry experience (commercial cooking)
- Undergo a National Police Check and have no convictions relating to offences against vulnerable persons
- Undergo a health assessment and be found to be suitable for the position.

STAFF MEMBER NAME..... DATE.....

SIGNED ACKNOWLEDGEMENT OF POSITION DESCRIPTION .....

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