



Moon Rabbit Kitchenhand Position Description

Position	Café Assistant	Reports to	Moon Rabbit Chef, Moon Rabbit Manager
Hours	Part time 15 hr per Week	Area	Catering, Café, Food Relief and BOH cafe
Award	Neighbourhood House and Adult Community Education Collective Agreement 2010	Classification and Salary	\$27.65 ph, plus super
Internal Liaison	Chief Executive Officer, Management team, Marketing and Communications Co-ordinator, Bridge Darebin staff, volunteers and Board of Management, contractors and Moon Rabbit café staff		
External Liaison	Customers of Moon Rabbit		

Position Overview

Moon rabbit is seeking a highly motivated and energetic kitchen hand to assist in the preparation of food relief, catering and café food items. This 15 hour per week role will be in our commercial kitchen and the café with direct supervision from our chef and café manager.

Organisation Overview

Bridge Darebin is a vibrant, not-for-profit community organisation based in the Darebin LGA. Incorporating a Neighbourhood House, a Learn Local organisation, Social Enterprise, Low-waste training café and Occasional Care Centres. We value community ownership and management and provide our services free from discrimination. We are a registered charity and Public Benevolent Institution.

We are an economically and environmentally sustainable organisation that provides social, educational and support programs to meet community needs. The organisation has five main areas of activity across multiple sites: adult education, children's services, community programs, venue hire and our social enterprise café, Moon Rabbit.

About Moon Rabbit

Moon Rabbit is Bridge Darebin's environmentally sustainable social enterprise café and catering business. It aims to provide an outstanding experience for customers, clients, staff and volunteers, to meet its commercial targets, engage the local community and most importantly, to enable young people to develop their technical, life and employability skills in a supportive real work environment. Leading by example Moon Rabbit instils up-to-date sustainability practices whilst serving top-quality food and beverages to both internal and external customers.

Preston
T: 03 9484 5806
218 High Street, Preston, VIC 3072, Australia

Thornbury
T: 03 9480 0466
131 Shaftesbury Parade, Thornbury, VIC 3071, Australia

connect@bridgedarebin.org.au
www.bridgedarebin.org.au

ABN 66 801 857 062



Duties & responsibilities

1. Assist in the preparation, packing and delivery of Moon Rabbit catering, café and food relief as direct by the Chef and/or café manager
2. Prepare and serve hot and cold food items to Moon Rabbit standards in an efficient manner whilst maintaining a clean work space.
3. Ensure the highest standards of cleanliness in and around the kitchen including, but not limited to: tables and chairs, countertops, floors, cupboards and work stations.
4. Undertake routine maintenance and cleaning duties.
5. Assist the Chef in maintaining Food Safety records.
6. Actively embrace and promote Moon Rabbit environmental and sustainability measures.
7. Maintain a work space that adheres to the highest OHS standards. This includes never leaving knives on a countertop; at any time.
8. Work in a collegiate manner ensuring that you are supporting your teammates and students or volunteers at all times

Key Selection Criteria

The person for this position will have demonstrated experience in:

1. Food handling experience in a commercial setting

Highly Desirable

- A passion, curiosity and enthusiasm for great food
- A working knowledge of Health and Safety responsibilities in a café environment.
- Knowledge and experience of Not-for-Profit community organisations and social enterprise.
- Barista skills are a bonus

Mandatory

Appointment is subject to

- Current Working with Children's Check
- Current Victorian Police Check
- Current Victorian drivers' licence

Important notes

Maintain confidentiality of clients, staff & office operations and support staff & students with any identified needs.

Promote the objectives of Bridge Darebin as stated in the constitution.

All staff should have a basic understanding of Occupational Health and Safety requirements and must ensure that their work practices reflect this.

Victoria has introduced compulsory minimum standards that will apply to Bridge Darebin from 1/1/2016 to help protect children from all forms of abuse. The child safe standards form part of the Victorian Government's response to the Betrayal of Trust Inquiry. Bridge Darebin has a commitment to child safety and zero tolerance of child abuse.