



metro assist

COOK & CATERING COORDINATOR

- ✓ **Casual role up to 3 days predominantly weekend and evening work**
- ✓ **Attractive not-for-profit salary packaging options**
- ✓ **Immediate start**

Metro Assist, a not for profit organisation, is committed to a socially just society which provides avenues for all people to fulfil their potential. We are establishing a new start-up social enterprise in partnership with Pratten Park Bowling Club in Ashfield, which provides formal and on-the-job training as a pathway into hospitality and catering. It addresses high levels of unemployment among migrants and refugees and provides crucial local work experience, and an onsite Café which provides catering will be operated to achieve the aims of the partnership.

We have a fabulous opportunity for a Cook & Catering Coordinator to run our commercial entity, manage food safety, organise and manage catering, roster staff, supervise hospitality students, budget management and assist with business development opportunities to maintain financial viability.

The ideal candidate will be self-motivated, possess a strong social conscious and a genuine passion for good food.

The position is casual up to 3 days per week predominantly after hours and weekend work, and attractive not-for-profit salary packaging options are available.

Essential Selection Criteria

- Relevant trade qualification (chef/commercial cookery).
- Minimum 2 years relevant experience in a high volume environment.
- Availability to work after hours and weekends.
- Current Food Safety Supervisor Certificate.
- Previous catering and event management experience.
- A sound understanding of all kitchen operations including a high standard in cooking, budgeting, inventory, staff rostering, cleaning and maintenance.
- Ability to identify, prioritise and implement cost effective solutions in line with the organisation's not for profit status.
- Comprehensive understanding of regulatory compliance across food safety and WHS along with the ability to apply such principles within the workplace.

Desirable Selection Criteria

- Current Driver's License and access to a comprehensively insured vehicle.
- Current First Aid Certificate.

HOW TO APPLY

Applications close **22 October 2018** and must be submitted to: recruitment@metroassist.org.au

Your application must address each of the selection criteria and include:

- A cover letter
- Statement against selection criteria
- A current resume including your full name, postal address and contact number
- Two of the most recent work-related referees stating names, positions and contact details

For enquiries regarding this position, please contact Michelle Aldred on (02) 9789 3744 or email: recruitment@metroassist.org.au

Metro Assist is an Equal Opportunity Employer and is committed to achieving diversity within the workplace. Applications from Aboriginal and Torres Strait Islanders, people from culturally diverse backgrounds and people with disabilities are encouraged.

All offers of employment are subject to a satisfactory National Police Check and provision of a current Working with Children Check