



Position Title:	Camp Kitchenhand/Cook – Victorian Blue Light Youth Camp
Location:	Maldon, Victoria

About Blue Light Victoria

“To be the lead provider of Victoria Police youth engagement initiatives.” **Blue Light Victoria Vision 2020**

Blue Light Victoria is a charitable, not-for-profit organisation that has served the Victorian community for more than 40 years. Our programme focuses on crime prevention, specifically on identifying and addressing the needs of youth at “risk” of falling into criminal activities due to adversities outside of their control. We provide education, help with crime reduction, life skills coaching, and host cultural, social and sporting programmes for youth aged between five to 18 years.

We deliver programs and services to 37 locations across Victoria including dance events, camps, sporting programs and specialised programs targeting youth at risk of becoming offenders or victims of crime. We have over 30,000 participations in our programs each year. Importantly, we also raise funds to enable free or subsidised access to our programs and services for members of our community doing it tough. This role is instrumental in our ability to deliver on our charitable activities.

For further information regarding Blue Light Victoria, please visit www.bluelight.org.au.

Description – Victorian Blue Light Youth Camp

The Victorian Blue Light Youth Camp in Maldon, 136km northwest of Melbourne, is set close to the heart of the Maldon Township. Hailing back to 1987, it is a \$1.8 million purpose-built facility built to replicate the style of the original Derby Hill Gold Mine on-site. In 1990, the Victorian Government sold the property to Blue Light Victoria to develop into a school camp.

The camp attracts approximately 55 schools each year with nightly or multi-night stays in a traditional school camp environment.

The camp specialises in bicycle safety and programmes aimed at young people identified as being at risk of becoming a victim or perpetrator of a crime. Traditionally, Blue Light Victoria has close links with Victoria Police to create a fantastic environment for youth and the Police to build positive interaction in a fun and relaxed situation. The camp offers a unique opportunity for children to undertake our Bicycle Safety Program while enjoying the history and adventure that the camp and the town offers.

Current Service Offering

The Blue Light Youth Camp provides all year round residential program services that are targeted mainly at primary aged children with a focus on Bicycle Safety Education through the BikeEd Extension program. The camp is also available for weekend and school holiday bookings to Blue Light branches and other organisations or private bookings. Blue Light branches make use of the facility at a discounted rate and will run their own program or the BLAST (Blue Light Alternative Strategies for Teenagers) program.

As well as the Bicycle Education program the camp has a rock climbing wall, mini golf (day & night), an obstacle course, basketball court, bubble soccer, archery and other activities on offer.

The accommodation at the camp includes 11 units and can accommodate up to 100 students . Each unit has it's own ensuite, kitchenette, heating and cooling. Other facilities at the camp include a dining room, commercial kitchen, separate conference/ recreation room, self-catering kitchen, large undercover recreation area and extensive open spaces.

School camps are fully catered using the commercial kitchen and dining room. Special diets are catered for and are of utmost importance within the organisation.

Position Summary

Employment Status:	Casual	Salary Package:	\$based on award and experience
Minimum Qualifications:	<ul style="list-style-type: none"> • Experience or willingness to learn quickly in a commercial kitchen preparing food for a large number of people/children. • Sound experience or the ability to learn about food regulations, food safety programs and record keeping. • Food Supervisors qualifications and experience or the ability to obtain the qualification before commencing. • An understanding of allergies and intolerances and how it impacts on the food that is prepared. • Works well in a team. 		

Key Relationships

Position reports to:	Either the: <ul style="list-style-type: none"> • Cook/Kitchen Supervisor • Assistant Manager – Victorian Blue Light Youth Camp
Direct reports:	<ul style="list-style-type: none"> • Victorian Blue Light Youth Camp Staff
Key internal relationships:	<ul style="list-style-type: none"> • Management and staff of Victorian Blue Light Youth Camps
Key external relationships:	<ul style="list-style-type: none"> • Camp participants and leaders • Community Groups • Local Businesses • Service providers • Food suppliers

Key Challenges

- To be rostered on to either a 7.30am to 10.30am morning shift or 5.00pm to 8.00pm evening shift
- Understanding various dietary requirements around allergies and intolerances
- Motivation with sometimes monotonous tasks, or a fairly set meal plan
- Understanding and meeting the dietary needs of children

Safeguarding Children and Young People

You will be required to:

- Understand and work in accordance with Blue Light Victoria's Child Safety Policies at all times
- Undergo a National Police Check and Drug test
- Working With Childrens Check

Health, Safety and Environment

You will be required to:

- Promote a positive safety culture by contributing to health and safety consultation and communication, and through active participation in the reporting of hazards, incidents and near misses.
- Take reasonable care for your own health and safety, and for the health and safety of others.
- Meet all requirements of our Food Safety Program.
- Cooperate with Blue Light Victoria by adhering to the organisations various policies, procedures, work practices and standard operating procedures.
- Cooperate with Blue Light Victoria with regard to caring for the environment, by acting in a sustainable way and minimising Blue Light's environmental impact by adhering to the organisations policies, procedures and work practices.

To enable Blue Light Victoria to meet its obligations for providing a healthy and safe working environment for you, you must inform your Manager of any issues which may impact your ability to safely perform your role.

Position Requirements / Selection Criteria

Capabilities and Behaviours

- Demonstrated ability to prioritise and execute a large number of tasks in an efficient manner.
- Positive interactions across staff, community, clients, schools, Blue Light and Victoria Police liaisons.
- The ability to work with staff in a professional manner.
- The ability to maintain records, complete data, comply with the Food Safety Program and therefore meet requirement of local government and the Health Environment Officer.
- Complete the required schedules as part of the position e.g. cleaning, delivery acceptance etc.
- The ability to learn to be in charge of the kitchen in preparing and serving meals if the Cook/Kitchen Supervisor is absent.
- OH&S and compliance

Knowledge and Experience

- Experience preparing food for children in a camp environment would strongly support the ability to perform this role but it is not dependent on it. It has significant weighting for interpersonal, service delivery and experience in a hospitality setting when food preparation, serving and kitchen hand duties are required..

Qualifications and / or Licences

- Car licence
- HLTAID004 Provide an emergency first aid response in an education and care setting (or can be attained).
- Current Working with Children Check
- Certificate III or IV in Commercial Cookery or alternatively other courses or experience meeting similar requirements of these courses in this role. Not mandatory but is preferred.
- Food Handlers Supervisor qualified or the ability to obtain this qualification prior to commencing.

Conditions of Employment

- The successful applicant will be subject to a National Police Check.
- The successful applicant will hold a current Working with Children Check.
- The position is in accordance with the terms and conditions of the Blue Light Victoria Employment Contract.
- Hours will depend on camp bookings and will be on a casual basis.
- This position may require occasional weekend or school holiday work.

Approval and Acknowledgement

Date PD created or revised:	24 th December 2018
PD approved by:	Blue Light Victoria Board
Date of approval:	24 th December 2018

Acknowledgement of Position Incumbent

I acknowledge that I have read and understood the requirements of this position.

Name: _____

Signature: _____ Date: _____

Applicants are required to submit a resume and covering letter highlighting how they meet the selection criteria by Friday 18th January 2019. These are to be emailed to manager@bluelightcamp.com.