



<b>Position Title:</b>	Camp Cook– Victorian Blue Light Youth Camp
<b>Location:</b>	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](http://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 also 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**

<b>Employment Status:</b>	Casual but likely to be 20 to 26 hours per week during school terms. Additional work may become available on weekend and school holiday. (Hours though are dependent on bookings, which are currently increasing).	<b>Salary Package:</b>	\$based on Fitness award and experience
<b>Minimum Qualifications:</b>	<ul style="list-style-type: none"> <li>• Experience in a commercial kitchen preparing food for a large number of people/children.</li> <li>• Sound experience and up to date knowledge of food regulations, food safety programs and record keeping.</li> <li>• Food Supervisors qualifications and experience.</li> <li>• Experience in stock control and ordering with suppliers.</li> <li>• Exceptional understanding of allergies and intolerances and how it impacts on the food that is prepared.</li> <li>• Exceptional interpersonal, time management and organisational skills.</li> </ul>		

### **Key Relationships**

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

## ***Key Challenges***

- Flexibility with work hours from time to time and hours subject to bookings.
- 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**

- Exceptional planning and organisational skills, including a demonstrated ability to prioritise and execute a large number of tasks in an efficient manner.
- This position requires strong interpersonal skills that provide positive interactions across staff, community, clients, schools, Blue Light and Victoria Police liaisons.
- The ability to work with staff in a professional manner.
- Excellent communication and interpersonal skills including the ability to establish and maintain relationships with a diverse range of stakeholders and suppliers.
- Demonstrated ability to deliver operations in a cost-effective manner including:
  - Reducing food wastage, in being able to prepare the quality and quantity of meals with prior knowledge of numbers attending.
  - Stock control and ordering to the needs of the numbers visiting the camp.

- Keeping to a set budget.
- Demonstrated ability to maintain records, manage data, comply with the Food Safety Program and therefore meet requirements of local government and the Health Environment Officer.
- Complete the required schedules as part of the position e.g. cleaning, delivery acceptance etc.
- OH&S and compliance
- The ability to improvise and 'problem-solve', developing practical solutions with limited resources.
- Ability to use the basics of Microsoft Excel, Word and Outlook.

**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. Interpersonal skills, teamwork, service delivery and overall catering experience will have a significant weighting in this position.

**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 experience meeting similar requirements of these courses in this role.
- Food Handlers Supervisor qualified

***Conditions of Employment***

- The successful applicant will be subject to a clear 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.
- This position may require occasional weekend or school holiday hours.
- Even though the position is currently casual it has the potential to go part-time dependent on bookings and the suitability of the person. The position being extended on-going is subject to a probationary period of between 3 and 6 months depending on the performance of the applicant.

***Approval and Acknowledgement***

<b>Date PD created or revised:</b>	28 <sup>th</sup> March 2018
<b>PD approved by:</b>	Blue Light Victoria Board
<b>Date of approval:</b>	28 <sup>th</sup> March 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 Tuesday 9<sup>th</sup> April. These are to be emailed to [manager@bluelightcamp.com](mailto:manager@bluelightcamp.com).**

Please note that if we receive an application from a suitable candidate before the closing date, applications may close earlier.