



Position Title:	Camp Kitchenhand (Morning) – 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 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

Employment Status:	Casual during the morning. Hours will be normally 7.30am to 10.30am for between 6 and 12 hours per week during school terms. Additional work on school holidays or weekend may also be available from time to time. Generally though your days of work may be from Tuesday to Friday depending on bookings.	Salary Package:	\$based on Fitness award and experience
Minimum Qualifications:	<ul style="list-style-type: none"> • Some experience of food regulations, food safety programs and record keeping. • Food Handlers qualifications and experience, or the ability to obtain. • Understanding of allergies and intolerances and how it impacts on the food that is prepared. 		

Key Relationships

Position reports to:	Either the: <ul style="list-style-type: none"> • Camp Cook – Victorian Blue Light Youth Camp • Assistant Manager – Victorian Blue Light Youth Camp • Camp 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 • School children and teachers

Key Challenges

- Flexibility with work hours from time to time and hours subject to bookings
- Understanding various dietary requirements around allergies and intolerances
- Working in a fast paced environment where a number of customers are served in a very short period of time in relation to meals and dishes being returned
- Assisting the cook in ensuring special diets of children are carried out and also helping with food preparation

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

- Good 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.
- Complete the required schedules as part of the position e.g. cleaning, delivery acceptance etc.
- Energy to complete tasks in a fast-paced environment within the hours of your shift while maintaining your duties to a high standard.
- Assist with food preparation when requested by the Camp Cook
- Organise duty groups of young people to assist with table setting and cleaning.
- OH&S and compliance

Knowledge and Experience

- Experience is not necessarily required but would be advantageous in a kitchenhand role. Most of all we want a team player that can work in a high paced environment meeting the needs of the camp and assist the camp cook in being a exceptional team together.

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
- Food Handlers qualifications would be advantageous or the ability to obtain.

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.
- The position will be subject to a trial period where you will be paid as per your normal work conditions.

Approval and Acknowledgement

Date PD created or revised:	28 th March 2019
PD approved by:	Blue Light Victoria Board
Date of approval:	28 th March 2019

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 tell us in less than 250 words why you are the best person for the role by Tuesday 9th April. These are to be emailed to manager@bluelightcamp.com.

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