

RUSU Realfoods Café Cook - Bundoora (Temporary)

Position No.

Organisational Unit

Sustainability

Location

RMIT Bundoora Campus. Building 220.

Classification

SUE 1

Salary

\$55,734 Full time equivalent

Superannuation

UniSuper or other as indicated by Incumbent

Employment Type

Temporary Part Time

Flexible band of hours (minimum 15 hours per week). Regular shifts 3 days/week (additional shifts in peak catering periods).

Temporary 15 February 2018 to 1 June 2018.

Other Benefits

Student Union employees are covered by an Enterprise Agreement

Contact

For further details and to apply, email realfoodsjobs@rmit.edu.au or phone (03) 9925 5004 or 9925 1842 and ask for Alaina.

Closing Date

5pm Sunday 4 Feb 2018

Advice to Applicants

By the closing date applicants must:

- 1) Provide a letter addressing each of the selection criteria (as written in the PD)
- 2) Provide a detailed curriculum vitae with the names and contacts for 2 referees
- 3) An indication of availability Monday to Friday (between 7:30am – 3:00pm)

About the RMIT University Student Union (RUSU)

The RMIT University Student Union (RUSU) is the representative body of around 65,000 RMIT University students and is an independent organisation from RMIT University. The Student Union has an annual operating budget of over \$4 million and employs over 20 paid staff

members and 12 student casuals. It is governed by 25 elected student office bearers, most of whom receive an honorarium. RUSU's main offices are located in the CBD; however we operate at offices and provide services on outlying campuses in Bundoora and Brunswick.

The RMIT University Student Union represents students' interests and undertakes a vast range of activities that enhance and foster an active and informed student life on campus. This is done through:

- The provision of student information and referral services
- Undertaking campaigns, education and training programs, forums and workshops, including a promotion of student welfare and advocacy and student complaint resolution
- Providing a diverse range of social and cultural activities, such as Orientation and Re-Orientation, lunchtime and nighttime activities
- Coordinating a wide range of student clubs and offering a variety of accredited training courses
- Providing a professional accredited volunteer program for RMIT Students
- Operating RUSU Realfoods – our vegetarian and vegan, organic and fairtrade cafes
- Producing a number of student publications, operating a TV Production House and maintaining a social media presence.

All staff and student representative positions are required to operate with the parameters of the Student Union Constitution, Regulations Policy and the Staff Enterprise Agreement. All staff are supervised and directed by the annually elected student representatives.

Working Environment / Important Personal Attributes

This position within RUSU and the Realfoods Café Bundoora offers a unique and rewarding working environment whereby student representatives are the managers and supervisors and the paid staff work alongside trained student volunteers.

All Realfoods volunteers receive induction and training relevant to the work they will undertake in the Café, however the levels of skill, experience and time as a Realfoods volunteer varies. The volunteers are enthusiastic, keen to learn and be mentored during their shifts. Therefore, RUSU Realfoods staff must be able to demonstrate excellent interpersonal skills and enjoy working with young adult volunteers in a dynamic, fun and at times busy environment.

They must also be willing to share their experience and mentor the volunteers, in basic food preparation and kitchen skills.

Organisational Unit/Realfoods Cafe

The Sustainability Department organises and creates many services and campaigns through the Student Union Council at RMIT. The department consists of an annually elected student Sustainability Officer, a collective of students and the Realfoods Cafe staff. RUSU Realfoods is a student-run vegetarian and vegan social enterprise Cafe specialising in the provision of healthy, organic, fairtrade food and coffee on campus.

Realfoods Café – City Campus

While RUSU Realfoods has operated at RMIT for many years, in September 2017 we opened our new purpose built (full cook facility) Realfoods café in a central location on the RMIT city campus. Our core trading hours are within the range of 8.00am to 4pm Monday – Friday during semester. We operate on reduced hours during the quieter months of November to January and during mid-semester breaks.

Realfoods City Cafe is staffed by; the Realfoods Cafe Coordinator who coordinates the Café operations, the Realfoods Café Barista/ Café Assistant and the Cook. The Café also relies on the work of experienced student casuals and our dedicated student volunteers.

Realfoods Café – Bundoora Campus

RUSU operates a purpose built Café at RMIT Bundoora campus. The Bundoora Café trades during semester times only. It has a full cook facility with hot meals and salads prepared on site as well as a range of grab-and-go savoury and sweet options. Realfoods Bundoora also serves quality barista made organic fairtrade coffee.

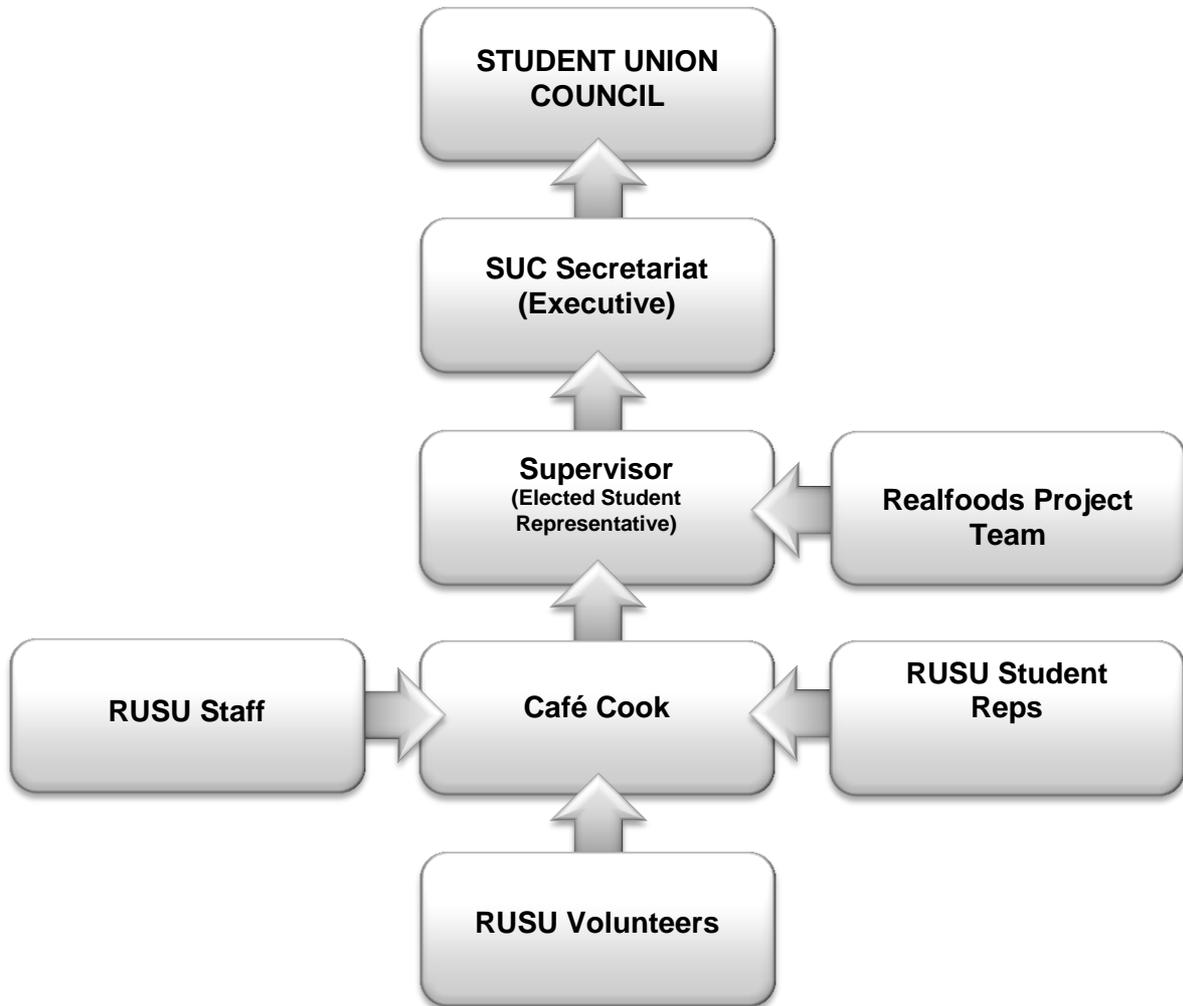
Realfoods Staff & Volunteers

Our Realfoods Cafés are supported by between 60 to 100 RUSU student volunteers per year. There are around 12 part time and casual RUSU staff members working across the campuses.

Oversight & Direction

All Realfoods staff are supervised and directed by an elected student representative. The overall cafe operations are coordinated and overseen by the Realfoods Cafe Project Team which is convened by the elected Sustainability Officer. The Realfoods Cafe Project Team is responsible for; ensuring that both cafés are operating in accordance with the lease agreement and (established) operational plan, compliance matters, drafting the annual Realfoods Café budget, monitoring and review of Café finances and performance.

Organisational Chart



1. Position Summary

The RUSU Realfoods Café Cook position will be engaged 3 days per week based on rostered hours. During peak catering periods additional hours/ working days may be offered. The Realfoods Cook is responsible for the preparation of high quality vegetarian and vegan food for the Realfoods Café. This includes; the meals of the day (curries, stir-fry, dahl etc.), soups, salads, wraps, rolls and condiments. This also involves catering, including preparation of large quantities of food for the RUSU winter free lunch program.

The Realfoods Café Project Team (RCPT) will provide the overall menu plan. There is scope within the menu plan for the cook to provide variety and inspiration for the meals. The Cook will provide information to the Realfoods Café Coordinator to facilitate the forecasting and planning of food purchases and they will assist with stock control.

The Realfoods Cook will primarily focus on food preparation and maintaining a clean and safe food preparation area. The Realfoods Cook may be required to ensure that the Café is ready for opening with food heated and on display and front of house operations set up.

Working alongside volunteers particularly in the kitchen is central to the role. RUSU volunteers will generally assist with food preparation, maintaining a clean kitchen and preparing the Café for opening. Volunteers will receive training from other relevant staff as well as formal training in Food Safety and in some cases kitchen skills. However, the prior experience and skill level of the volunteers varies, so the Café Cook must be adaptable to the varied levels of kitchen-hand support that the volunteers provide. They may be required to provide basic guidance and instruction to volunteers who are assisting them.

Given the Realfoods Café is a small operation and other paid café staff or volunteers may not always be onsite, the Realfoods Cook may also be required to undertake everyday operational tasks such as; opening of business, cleaning, customer service and receiving Café stock where required. We are a small team and 'all hands on deck' are required when busy.

2. Key Responsibilities

- Preparation of high quality vegetarian and vegan cuisine for the Realfoods Café. This includes; the meals of the day (curries, stir-fry, dahl etc), soups, salads, wraps, rolls and condiments as well as preparation of promotional items.
- Providing information, advice and suggestions to the Realfoods Café Project Team and Realfoods Café Coordinator to enable them to oversee and provide direction on the Café menu and operations.
- Receiving and managing stock in line with instructions from Realfoods Café Coordinator.
- Ensuring that food handling practices comply with industry standards and legislative requirements for food handling and OH&S, including ensuring that food preparation, storage and washing areas are clean, safe and well maintained.
- Working alongside, assisting and supporting student volunteers, particularly the kitchen-hand volunteers.
- Being aware of and complying with RUSU Volunteer Policies and Procedures.
- In the absence of the part time Café staff, responsibility for basic everyday operational tasks (including front of house operations) such as; opening of business, cash transactions, customer service, cleaning, and receiving Café stock.
- Contributing collaboratively towards the achievement of the aims and objectives of the Student Union and undertaking other relevant duties as required.

3. Selection Criteria

3.1 Essential

- Previous experience as a chef or cook preparing vegetarian and vegan cuisine.
- Knowledge of and commitment to food safety and hygiene principles and practice including currently holding or being willing to obtain a Food Safety Supervisor Certificate or equivalent.
- Demonstrated sound understanding of diverse dietary specialisations (e.g. vegetarian, vegan, gluten-free) and ability to prepare food and drinks to meet these requirements.
- Experience working with volunteers and a genuine desire to involve and assist kitchen volunteers in the preparation of food and drinks for the café.
- Prior experience with menu planning and pricing.
- Demonstrated understanding of and commitment to organic, vegetarian and fairtrade principles and practices.
- Well-developed communication and organisational skills.
- Enthusiasm for working with and for students in the tertiary environment and an understanding of and commitment to the principle of student control over student affairs.

3.2 Desirable

- Demonstrated experience in front of house café operations including point of sale and customer service.
- Current First Aid Certification.
- Previous experience as a RUSU Realfoods volunteer/ currently enrolled RMIT student.

4. Special Requirements

NIL

5. Job Complexity, Skills, Knowledge

Level of supervision

The incumbent works under the general direction of an elected student office bearer, who will provide direction from the Realfoods Project Team. They work in accordance with policies and procedures overseen by the Environment Officer.

Duties of this position will be conducted collaboratively with Student Union Office Bearers, staff and Realfoods volunteers.

This position is required to brief the Sustainability Office, student supervisor and/or the Realfoods Café Coordinator on any important issues that arise during the course of their work.

The Governance & Development Officer will be available to provide support to and troubleshooting for the incumbent. The incumbent will have support available from the Student Engagement Officer with issues related specifically to volunteers.

Professional and organisational knowledge

The position requires an understanding of the philosophy of healthy and organic food options and preparation of vegan and vegetarian cuisine, food handling, food preparation skills, and point of sale experience.

The incumbent is also required to have a knowledge of and commitment to food safety and hygiene principles and practice, including a current Food Safety Supervisor Certificate or equivalent.

Task level

The position requires the application of experience and knowledge of the RUSU Realfoods Café as obtained through their employment in the Café. The incumbent will generally work alongside the other paid Realfoods staff members and operate within established processes and procedures. The incumbent will have support available from the Governance & Development Officer and Student Engagement Officer (where issue related to specifically to volunteers).

The incumbent may also undertake project work and/or other duties as directed by the supervisor or supervising body consistent with Key Responsibilities.

This position description is approved by:

Supervising Body (Secretariat).....Date: 19 December 2016

Staffing Committee:Date: 19 December 2016

Classifications Committee:Date: 3 December 2015