



## Many Rooms Coordinator Saturday Kitchen Position Description

April 2018

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### THE STORY SO FAR

City on a Hill began with a small team and a big vision to make a difference in our world for the glory of God. Since our inception in October 2007, we have witnessed a special work of God's grace as he has united hundreds of men and women around the mission of *Knowing Jesus and Making Jesus Known*. As part of this mission, as Christians, we are called to serve the poor, the outcast, the sick, the lonely and the imprisoned. At City on a Hill, we do this through our mercy ministry, Many Rooms.

Since 2009, with the support of an army of faithful volunteers, Many Rooms has been serving the homeless and disadvantaged in our communities through Friday night and Saturday drop-in centres. Those in need come for a free nutritious meal and the opportunity to participate in activities that encourage community and belonging.

### ROLE DESCRIPTION

Predominantly, the role of *Many Rooms Coordinator – Saturday Kitchen* is a two (2) day a week role to oversee the Many Rooms Saturday kitchen service, providing a safe space and a nutritious meal for Melbourne's homeless and disadvantaged community.

### KEY RESPONSIBILITIES

#### *Service management:*

- Organise logistics for food delivery and equipment requirements,
- Service oversight of Food safety processes (Level 2 standard)
- Risk management and safety at the kitchen
- Ensuring community meals are served each Saturday, on time and within budget
- Develop appropriate linkages with City on a Hill congregation at different age segments (children; youth; adults)

#### *Volunteers:*

- Recruit, lead and empower volunteers to deliver a weekly meal service and community for participants,
- Provision of relevant training and development of volunteers
- Oversight of volunteer safety at the kitchen
- Ensure that all volunteers meet safe ministry requirements

*Participants:*

- Development of relationships with participants to foster community and inclusion
- Be aware of service referral options when required
- Contribute content/stories for promotional use, understanding and adhering to privacy policies

*Administration:*

- Contribute to the revision of policies and training documentation for Friday kitchen
- Contribute to maintaining positive internal and external stakeholder relationships
- Maintain good networks with partners and other service providers, including reporting and evaluation of programs

*Innovation:*

- Work with the Many Rooms and City on a Hill teams, to realise a broader outworking of Many Rooms mercy ministry.

## **KEY SKILLS, GIFTING & CHARACTER**

*The Many Rooms Coordinator will demonstrate:*

- A faith in Jesus and a heart for social justice - the disadvantaged and marginalised in our community
- An ability to effectively and efficiently:
  - o communicate to a variety of people
  - o manage time, prioritising duties and responsibilities
  - o recruit, manage and empower volunteers and stakeholders
- A creative and innovative mindset
- A desire to continually improve and develop a high-quality service
- An ability to maintain trust, discretion and confidentiality when handling sensitive personal and organisation information
- Be committed to the mission and vision of City on a Hill and an active member of the church (or willing to be).

## **OTHER**

It is expected that the Many Rooms Coordinator will be involved in City on a Hill staff meetings, and meet regularly with the Many Rooms Director.

The Kitchen Coordinator must also satisfactorily pass a National Police History Check and hold a current 'Working With Children Check'.

To apply for this role, please send your resume along with a cover letter to [hr@cityonahill.com.au](mailto:hr@cityonahill.com.au). Please include contact details of at least two referees familiar with your relevant skills to this role.

***Applications close 5pm, 30 April 2018***