

# Site Coordinator |

## Kitchen and Cleaning

### Application Info Pack



Dear Potential Site Coordinator Kitchen and Cleaning,

***NB:- This is a fulltime 12 Month contract***

Koojarewon Youth Camp is an amazing and blessed place to work. Our team is committed to providing a fun safe place where kids can be kids. We like to laugh together, play together and work hard together. Our job is to ensure that everyone enjoys their stay and provide an opportunity for fun and growth for all our campers and it takes a lot of work.

We are blessed to work at a camp location that has been part of the Lutheran Church for more than 50 years. We have heard many romantic stories of how the land was signed over to us and developed over many years. Yet in amongst these romantic stories there are many clear pictures of hard work, sacrifice and humility. Working at Koojarewon makes us all part of something much bigger than ourselves or our role.

At Koojarewon we often talk about the enduring impact that you will have on those you come in contact with and how you will rarely know that you have made any impact at all!

As a Site Coordinator Kitchen and Cleaning your focus will be as the leader for these two important teams and you will be responsible for all the related operations. You'll need to maintain high professional standards in food safety, chemical safety and customer service, negotiate with our client base, recruit and roster team. This role is complex, with people throwing you changes often and with short deadlines, but Koojarewon runs better because you are here doing what you are called to do. You'll be well trained before we hand over the reins and then you will be supported by an experienced caring team that want you to succeed.

You'll find heaps of information about Koojarewon on our website and we have included two documents below: The formal "*Job Description*" and the "*More Detail*" document. They are both very helpful but if you've still got questions, please call Peter on 0457 529 664 or email [peter.schilling@lutherheights.org.au](mailto:peter.schilling@lutherheights.org.au).

To apply for this position please send your **resume and a one page cover letter** outlining your suitability for this position to Peter Schilling – [peter.schilling@lutherheights.org.au](mailto:peter.schilling@lutherheights.org.au).

**All applications must be received by the end of the day: 20/11/17.**

Thank you for prayerfully considering this role... it's an exciting position and a great opportunity to be involved in a growing ministry.

Grace and Peace

Peter Schilling

## Site Coordinator Kitchen Cleaning | *More detail*

### **This is what we have to offer:**

- > Job security in a stable and flexible environment.
- > Office within the most peaceful retreat environment.
- > A fun, supportive working environment.
- > An ethical Christian organisation, that encourages you to be your best
- > A great administration role that has high client and team interaction and coordination.
- > Great autonomy
- > Exceptional professional development opportunities.
- > 12 Month full time contract

### **This is what we are looking for:**

#### **Someone who...**

- > Has high attention to detail
- > Is a team player and solution focussed.
- > Has the ability to hold the line; to achieve the best outcome for the customer and the camp.
- > Is able to obtain a Working with Children Blue Card.
- > Understands camping and has a love of children
- > Is systematic in their work
- > Is good at follow-up.
- > Loves Jesus.
- > Has outstanding communication skills – written and verbal.
- > Has proven skills leading and managing a team.
- > Ability to manage many tasks at once.

### **This is what the job is:**

1. Coordinating Kitchen for guests at Koojarewon (Highfields, Toowoomba).

#### *What does this mean?*

- Lots of thinking about & talking about food
- Lots of conversations about food safety with team and with our guests
- Lots of planning great menus (and changing the plan to suit the needs of our guests)
- Lots of handling food (storing, prep, cooking) and serving food
- Lots of smiles of reassurance so our guests and our team feel welcome, confident and enjoy their time with us
- Lots of washing up and wiping benches and sweeping and mopping floors
- Lots of restocking and reordering
- Many times being flexible and catering for special diets will seem like your full time job!
- Lots of conversations about waste management

## 2. Coordinating Cleaning for guests at Koojarewon (Highfields, Toowoomba).

*What does this mean?*

- Lots of sweeping
- Lots of mopping
- Lots of wiping grubby red dirt marks off the walls
- Lots of cleaning toilets & showers
- Cleaning many windows
- Some vacuuming
- Flipping lots of mattresses
- Lots of thinking about how to keep the mould away
- Sometimes cleaning urine off the ceiling in the boys bathroom
- Lots of trying new ways to make our clean more efficient
- Lots of attention to detail
- Making sure everything has a spot and that everything is returned and restocked
- Lots of handling lost property and picking up litter and emptying bins
- Lots of conversations about waste management

## 3. Rostering our Kitchen & Cleaning Team.

*What does this mean?*

- Making sure the right people with the right training are here at the right time to prep, cook and serve yummy, nutritious food/or to clean after the group has left.
- Coordinating training, gathering availability, contacting the team, recruiting new team members.

## 4. Thinking on your feet and solving problems on the run.

*What does this mean?*

- Sickness and other unforeseen events mean that the Kitchen roster you prepared 2 weeks ago is now worthless and 80 students are arriving an hour early and they want morning tea on arrival. Your job is to ensure we offer heaps of tasty food on time; keeping both students and teacher happy.
- When the bus arrives at 11am, you greet the group and find out that 12 students haven't come to camp due to the flu and there are 3 more special diets that were not listed on the catering form and lunch is served at 12.30pm. The changes always arrive at the last minute and you need to be able to roll with them and find a solution.

5. Having Fun

*What does this mean?*

- If you don't know, you won't like it here!

6. Pay - \$45,000 p.a.

**7. NB:- This is a fulltime 12 Month contract**

## Interested?

### Here's what to do next...

#### Step 1

Apply by sending in a CV and a one page application letter outlining your skills and character. Please give examples of your experience and how you match what we're looking for. Email address is [peter.schilling@lutherheights.org.au](mailto:peter.schilling@lutherheights.org.au)

**Applications Close: End of the day: 20/11/17.**

#### Step 2 (21/11/17)

If you are successful in step 1, you will receive an email requesting a phone interview, with a proposed date and time. The phone interview will take no longer than 10mins.

Phone manner is very important to this role. Remember we are a Youth Camp and a fun place to be.

#### Step 3 (24/11/17)

If you are successful in step 3, we will invite you to a panel interview.

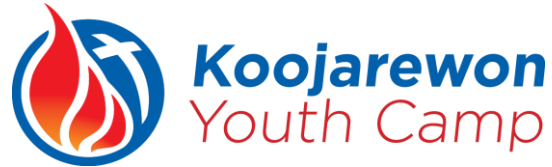
We need to meet you and to see how you fit into our wonderful camp.

If you are successful in step 3 we will offer you the job!!

# Site Coordinator |

## Kitchen and Cleaning

### Job Description



Koojarewon Youth Camp (KYC) is a ministry of Lutheran Youth of Queensland, a department of the Lutheran Church of Australia Queensland District.

The Site Coordinator is a key position of the campsite and their work is vital to the on-going ministry of KYC and the broader ministry of Lutheran Youth of Queensland. It is expected that KYC's Site Coordinator would promote, respect, understand and willingly work towards the Vision and Values of the campsite which are drawn from the wider Vision, Mission, Values and Objects of Lutheran Youth of Queensland.

#### Vision 2013

*Koojarewon Youth Camp will be known as a safe place where kids can be kids. We will be recognised state-wide as the experts of uplifting and fun camping.*

*Campers will reflect on their stay at Koojarewon Youth Camp as a highlight of their year. Our campers will escape the pressures of life, experience laughter and discover more about themselves. Koojarewon Youth Camp will be a retreat where people allow themselves to reflect and feel renewed.*

*Our facilities and service will enhance and complement the camping experience. We will stay ahead of market expectations.*

*We will present the gospel in such a way that we give every camper the best opportunity to leave Koojarewon Youth Camp closer to God. Experiencing the joy and freedom of the gospel will make campers want to come back.*

*The ministry we pursue will be socially responsible, environmentally aware and economically viable.*

*We will have a strong team of trained, committed and skilled staff that are recognised and rewarded for their spirited work. They will enjoy their roles and the contribution they make to the camper experience at Koojarewon Youth Camp. Our team will impact campers by acting as role models and inspiration in the roles they fulfill.*

## Values

Our values are shaped by the example of Jesus Christ; who despite being God, humbled himself and gave His life in sacrifice for us (Philippians 2:5-8). We strive to imitate the leadership model that Jesus demonstrated.

- Integrity* - It is recognised that our conduct is ethical, honest and fair.
- Service* - We are recognised for our commitment and excellence in serving others.
- Passion* - We are proactive and committed to serving young people and our God.
- Engagement* - We don't just provide ministry to young people; we actively involve them in the delivery of our ministry.
- Innovation* - We are renowned both for our creativity and our pursuit of excellence.
- Compassion* - We lovingly engage with young people in both their joys and their brokenness.

Position: Site Coordinator Kitchen and Cleaning (SCKC)  
Location: Koojarewon Youth Camp, Highfields  
Employing Body: Lutheran Youth of Queensland

## PURPOSE

To further the mission of Lutheran Youth of Queensland by providing both hands on leadership of Koojarewon Youth Camp's Ministry ensuring that they support and advance KYC's vision and mission within the wider mission and operation of Lutheran Youth of Queensland.

## KEY OBJECTIVES

1. **Upholding, leading and modeling the team culture.**
  - a. Modelling servant leadership, by leading by example in all tasks.
  - b. Providing WPHS direction to the team in a positive and constructive manner.
  - c. Maintaining a focus on the positive and improvements moving forward.
  - d. Showing integrity in all aspects of work life.
  
2. ***Overall responsibility for the Kitchen's and cleaning daily operations.*** It is expected that this will involve the following:
  - a. Liaising with suppliers.
  - b. Meeting budgets and food costs.
  - c. Maintaining a consistently high standard of food presentation and quality.
  - d. Promoting excellent food safety, handling and hygiene guidelines in accordance with health standards.
  - e. Manage stock on foodstuffs, cleaning consumables and related hardware.
  - f. Set and maintain a high standard of cleanliness across the site.
  - g. Manage the disposal of waste in an environmentally and economically sustainable way.
  
3. ***Leading the kitchen and cleaning team.*** It is expected that this will involve the following
  - a. Management of kitchen and cleaning staff, including hiring, rostering, training and development.
  - b. Supporting and promoting a positive team culture and work environment.
  - c. Leading as a servant: Leading by example in all areas of cleaning and in the kitchen. (this role is to be hands on in all areas across cleaning and the kitchen).
  - d. Organise team development opportunities and further training.

4. ***Developing and creating dishes, systems and driving continuous improvement.*** It is expected that this will involve the following responsibilities;
  - a. Creating and innovating new dishes, menus and food costings.
  - b. Be a positive role model to the team in line with the vision and values of LYQ.
  - c. Creating new, interesting and fun ways of serving food while creating an environment of fun and excitement.
  
5. Together with the KYC Site Coordinator the SCKC is the **frontline key to guest services at KYC**. It is expected that this will involve the following responsibilities;
  - a. Welcoming Guests to the campus, providing the camp induction, confirming numbers and dietary requirements upon arrival.
  - b. Liaising with Guest leaders to ensure all their needs are met and to uncover any issues before they become a problem.
  - c. Managing guests to ensure compliance to camp rules in a firm yet supportive way.

#### ACCOUNTABILITY

This role reports directly to the Operations Manager of LYQ Camping and takes instruction from them.

Koojarewon is blessed by the involvement of experienced and skilled volunteers and casual employees who support us in the areas of ICT, finances, volunteer coordination, cooking and cleaning.

#### JOB PERFORMANCE

To assist with your professional development, and to ensure that your position remains correctly classified, the Operations Manager of LYQ camping will review your performance and the job description annually.

#### KEY PERSONAL ATTRIBUTES

1. Loves the Lord Jesus and can express his/her faith well.
2. Loves the Church.
3. Faith is founded in a theology of the cross (grace-oriented) and lives a faith-filled and faithful life in response to God's grace. Models the Gospel of Jesus, the Christ.
4. Understands ministry as team.
5. Is a manager with well developed organisational skills
6. Is innovative and driven by continuous improvement
7. Is willing to receive coaching, outside training, and on-the-job training.
8. Demonstrates good interpersonal skills including:
  - i. A team approach to managing staff
  - ii. Can communicate well in verbal and written form.
9. Has the capacity to develop strategic directions and drive business growth



## QUALIFICATIONS AND EXPERIENCE

- Education and Experience
  - Demonstrated experience in commercial cookery.
  - Demonstrated experience in building, leading, developing and managing a team.
  - Demonstrated experience in active and engaging ministry.
  -
- Drivers License
  - Must have a manual driver's license
- Must secure and maintain an active Blue Card from the Commission for Children and Young People and Child Guardian during the period of employment.