Kitchen Coordinator

Position Details

Position title:	Kitchen Coordinator
Reports to (position title):	Deputy Principal
Direct reports:	No
Organisation:	Saints College, Ballarat
Contract tenure:	Ongoing
FTE:	Full time (1.0 FTE)
Expected level of contact with Children: *(In accordance with Child Safeguarding Standards Framework)*	Direct Contact
Location:	Ballarat VIC
Approved:	July 2025

Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse (CALD) backgrounds and people with disabilities are encouraged to apply

About Us

Our Organisation

Saints College provides a safe, inclusive, and flexible learning environment for young people who have become disengaged from mainstream education. Our team is committed to supporting young people in re-engaging with learning through a personalised and trauma-informed approach that meets their individual needs.

We prioritise building honest and authentic relationships with young people, their families, and communities, fostering a culture that values, supports, and celebrates the dignity and uniqueness of each person.

Guided by the vision of Edmund Rice and the transformative power of education, we empower young people to achieve personal growth, academic success, and social connection, enabling them to build positive futures.

Our Structure

Saints Education is an initiative of Edmund Rice Education Australia (EREA), and operates as part of EREA Victorian Schools Ltd. It oversees a diverse range of educational services, including Saints College, Saints Knowledge Institute and Saints Early Years. Saints College operates across multiple campuses in metropolitan Melbourne and regional Victoria, including BlendED and Fitzroy North College, providing flexible, inclusive, and trauma-informed education.

As part of the EREA network, Saints Education is committed to fostering a supportive and empowering learning environment that reflects the values and vision of Edmund Rice. We offer a full-time, multi-year secondary education program tailored to meet the needs of young people who have disengaged from mainstream

education, ensuring every individual is supported on their path to personal growth and success. We work closely with families, community organisations, and support services to provide wraparound care that addresses both educational and personal development needs.

Our Young People

The young people we work with come from diverse backgrounds and may face a range of barriers to education, including:

- Experiences of trauma or adversity
- Mental health challenges, disability and/or neurodivergence
- Significant gaps in learning
- Experiences of exclusion or suspension from mainstream education
- Experiences of school can't/ school refusal
- Involvement in out-of-home care or the child protection system
- Experiences of homelessness or housing instability
- Responsibilities as young parents
- Generational cycles of poverty, early school leaving or unemployment
- Interaction with the youth justice system

We recognise that each young person's journey is unique. Our staff are committed to providing a safe, respectful, and empowering learning environment where young people can develop confidence, reconnect with education, and work towards their goals.

Our Values

Saints College operates under four key principles that guide our daily interactions and community culture:

- **Respect** – Valuing each person's dignity, voice, and lived experience
- **Honesty** – Fostering trust and truthfulness through open and authentic communication
- **Participation** – Encouraging young people to actively engage in their learning and personal growth
- **Safe and Legal** – Creating a secure and structured environment where all community members can thrive

This framework, known as Operation by Principles, is a defining feature of our approach. It establishes a common ground foundation for all members of our community—young people, staff, and families—ensuring that relationships, learning experiences, and conflict resolution are built on mutual understanding and shared responsibility. Through the use of Unconditional Positive Regard, strength based neuroaffirming practice with a trauma informed lens, we create an inclusive, safe, and empowering learning environment where young people can thrive academically, socially, and emotionally.

Our Commitment to the EREA Charter and Touchstones

As part of the Edmund Rice network, Saints Education is committed to the principles of the **EREA Charter** and its four Touchstones:

- **Liberating Education** – Providing innovative and inclusive learning opportunities
- **Gospel Spirituality** – Fostering a culture of compassion, hope, and social justice
- **Inclusive Community** – Welcoming and valuing diversity, ensuring all young people feel a sense of belonging
- **Justice and Solidarity** – Advocating for fairness, equity, and the dignity of all

The EREA Charter and Touchstones guide our mission and reflect our commitment to providing a high-quality education that is responsive to the needs of young people. More information can be found on the **EREA website**.

About the Role

The Kitchen Coordinator is responsible for overseeing the school's meals program, ensuring the preparation and delivery of nutritious, culturally inclusive meals for students in a flexible learning environment.

The position plays a key part in building connections with young people through food and hospitality, while maintaining compliance with food safety, OHS and child safeguarding standards.

Duties and Responsibilities

Typical duties and responsibilities include, but are not limited to:

Operation by Principles	• Model best practice in Operation by Principles and other key practices as articulated in the practice Framework.
Child Safety and Compliance	• This position is subject to compliance with all relevant laws, regulations, and policies governing education in Victoria, including but not limited to the Education and Training Reform Act 2006, and the Child Safe Standards • All employees must adhere to Saints College and EREA Victorian Schools Limited policies and procedures and where applicable EREA frameworks and policies. **Child Safety Obligations** All employees must adhere to the following: • Saints College's Policies and Procedures implemented as part of compliance with Ministerial Order 1359: Implementing the Child Safe Standards – Managing the risk of child abuse in schools • EREA's Code of Conduct • Ensure legal and mandatory reporting obligations are met, consistent with Saints College's 'Procedure for Responding to and Reporting Allegations of Child Abuse' within the schools 'Child Protection Program'.
Kitchen Duties	• Lead the School Meals Program by independently managing the planning, preparation, and delivery of a nutritious and varied meals program aligned with healthy eating guidelines, seasonal availability, and student feedback. • Contribute to continuous improvement of the food program by developing new meal ideas, engaging students in the design process, and aligning the program with student wellbeing and engagement strategies. • Serve meals to students in a welcoming and respectful manner, promoting routine and community connection. Support inclusive food practices by offering culturally appropriate and allergy-aware options. • Provide direction and guidance to students participating in food preparation activities, fostering a supportive and skill-building environment. Collaborate with other staff to integrate food education and life skills into the school program. • Develop positive and trusting relationships with young people and staff, modelling respectful communication and contributing to a positive school culture. • Actively contribute to campus-wide wellbeing initiatives, meetings, and planning processes, offering insight into how food and nutrition support engagement, safety, and inclusivity.
Financial	• Maintain accurate records of kitchen expenses and budgets and support financial reporting requirements in consultation with administration. • Independently source and purchase food and kitchen supplies required for breakfast and lunch programs, ensuring effective stock control and cost management.

Occupational Health and Safety	• Ensure all aspects of the kitchen operate in accordance with Food Safety regulations, Occupational Health and Safety standards, fire safety regulations, and internal school policies. • Oversee the cleaning and maintenance of all kitchen equipment, appliances, and work surfaces, ensuring they are in safe, hygienic, and fully functional condition. • Exercise independent judgment to resolve day-to-day kitchen operational issues, such as responding to unexpected supply shortages, equipment breakdowns, or changes in student attendance.
Other	• Carry out duties and tasks that may be reasonably assigned by the Campus Principal or school leadership from time to time. • All staff are expected to implement self-care strategies, and access organisational staff supports wherever needed.

Key Selection Criteria and Requirements

Qualifications	• Certificate in Food Handling or equivalent education and experience. • Food Safety Supervisor Certificate (or willingness to obtain).
Knowledge and Experience	• 3 years of experience in similar role.
Capabilities	• Ability to design, deliver and refine a school meals program that meets nutritional, cultural and logistical needs. • Capacity to independently make day-to-day operational decisions (e.g., menu adjustments, resolving supply issues). • Ability to apply knowledge of Food Safety, OH&S, and child safety regulations to maintain a fully compliant kitchen environment. • Competency in managing kitchen budgets, purchasing, and maintaining financial records. • Ability to involve students in food preparation in a safe, structured, and meaningful way. • Able to work collaboratively with wellbeing teams, school staff, and external stakeholders to align kitchen operations with student support goals. • Proven ability to prepare meals in bulk in accordance with dietary and cultural needs. • Skills in managing kitchen workflows, equipment, hygiene protocols, and ordering processes. • Strong verbal and interpersonal communication skills, especially in engaging young people with diverse and complex needs. • High-level organisational and time management skills to meet food service deadlines consistently. • Ability to respond calmly and effectively to changing circumstances, including student behaviours, attendance variations, and kitchen demands. • Emotionally intelligent and able to maintain composure and clarity in a dynamic, at times high-pressure, environment. • Unwavering dedication to promoting a child-safe environment and meeting all legal safeguarding obligations.

Probity checks and Certification	• Hold a valid Working with Children Check or have the ability to obtain, and a National Police Check certificate (issued within the last six months), or hold a current Victorian Institute of Teaching (VIT) registration. • Hold appropriate Australian Work Rights. • Valid First Aid Certificate or willingness to obtain. • Valid Australian Driver's Licence and willingness to drive school vehicles when required.
Physical Requirements	• This role will involve frequent sitting and standing, walking or moving within a school and office environment across multiple levels, complete fine motor skills such as typing or writing, and requires auditory and visual ability. • Some lifting of supplies and materials may be required from time to time, practicing safe manual handling.