



COMMUNITY KITCHEN GROUP LEADER POSITION DESCRIPTION

POSITION DETAILS	
Position:	Community Kitchen Group Leader (Volunteer)
Supervisor:	{insert supervisor name}
Days and Hours of Service:	{insert days and hours}
Reports to:	{insert name}
Review:	{insert date}

Overview of Organisation:

{Insert any relevant information about your organisation that you would like to include}

Community Kitchens Background:

Community Kitchens are small groups of people who come together on a regular basis (weekly or fortnightly for 1 - 2 hours) to plan, cook and share healthy affordable meals. Community Kitchens are for everyone, and can be run in any community venue that has a kitchen. Community Kitchens enable people (including at-risk groups within communities) to:

- access healthy food
- learn essential food independence skills such as growing, meal planning, food prep and cooking
- learn other skills such as communication, teamwork, leadership and literacy and numeracy
- socially connect
- connect with other local organisations

The Australian Community Kitchens model was initially developed by Peninsula Health in 2004 as an innovative approach to improving community health and wellbeing. The first pilot project - The Frankston Community Kitchens Project - supported groups of people to come together and learn how to plan and prepare healthy, affordable meals whilst enabling social connection. The evaluation of this pilot project is available to view at www.communitykitchens.org.au.

Over the past 10 years the program has expanded nationally, and there are now approximately 100 Community Kitchens Australia wide. The concept has also started to expand internationally, with Kitchens starting up in Auckland and Singapore. Community Kitchens value the services of volunteers in helping to run Community Kitchen groups.

Community Kitchens Philosophy:

- Community Kitchens are delivered using an empowerment and capacity building model, not a welfare model. They provide an opportunity for individuals to actively participate in preparing and cooking fresh and healthy foods together. All participants are equally responsible for how the Kitchen runs.
- Participants come from many different walks of life, and every member has strengths and skills which can be shared with the group.
- Group Leaders help to ensure Kitchens run smoothly. They are there as a guide only, and are not there to run the Kitchen or make decisions on behalf of the group.

- Community Kitchens enable group members to develop skills and learn from each other through their own hands-on experiences rather than from one 'expert' person teaching the group.

For more information on Community Kitchens visit www.communitykitchens.org.au.

Role Summary:

A Community Kitchens Group Leader supports and encourages participants to plan and cook healthy, affordable meals together. It is important that Group Leaders organise, guide and assist participants to run the Community Kitchens and do not do everything themselves. This ensures that participants are actively involved and benefit from the program.

Tasks:

- Know and follow the Community Kitchens philosophy
- Adhere to and support the development of the groups guidelines
- Welcome new participants, and ensure that they are provided with adequate information about how the Kitchen works
- Ensure new participants fill in a participant registration form, and update existing participants details
- Prepare the venue/kitchen for the group if required, and ensure it is left clean and tidy
- Ensure all participants are actively involved in the planning and cooking process
- Oversee and guide the group to organise and coordinate the planning and cooking sessions
- Ensure there are enough recipes for participants to choose from
- Ensure allocation of shopping and cooking tasks among participants takes place
- Ensure all group members follow the group guidelines and safe kitchen procedures
- Support participants to step up to the role of Group Leader if they would like to become one, or if identified as having leadership potential
- Be aware of emergency procedures, and know where the first aid kit, fire blanket and fire extinguisher are located
- Report any issues or incidents that occur in the Kitchen to the host organisation
- Liaise with the host organisation and Peninsula Health Community Kitchens Project Coordinator (when required)
- Manage the kitchen monies going in and out (if required)
- Know and adhere to any record keeping requirements from the host organisation (if required)

Qualifications and Personal Attributes:

There are no specific qualifications or experience required for the role. However, Group Leaders will need to possess the following skills and attributes:

- Organisational skills
- Be reliable and trustworthy
- Relate well with all members of the group and have strong interpersonal skills, including negotiation skills and conflict management
- Have patience, tolerance and empathy for others' needs and desires
- Have excellent communication and listening skills
- Good writing and record keeping skills

- Be willing to watch the Community Kitchen training modules. Topics include group facilitation, nutrition, kitchen safety, food safety and budgeting (watch the modules for free at: www.communitykitchens.org.au)
- Be willing to complete food handlers training (if required)

Group Leader Agreement:

I hereby agree to work as a **Volunteer Group Leader** under the conditions outlined in **{insert organisation name} Policies and Procedures {name of policy/procedure}**.

- I acknowledge that I have read, understood and agree to undertake my role in accordance with the duties, responsibilities, and parameters outlined in the above mentioned.
- I agree to attend training that is identified as appropriate and relevant to my role.

Group Leader Name:

Signed:

Dated:

Host Organisation/Program Manager/Coordinator:

Signed:

Dated: