

COMMUNITY KITCHENS GROUP LEADER

POSITION DESCRIPTION

Community Kitchens are:

- small groups of people who come together on a regular basis to plan, cook and share healthy and affordable meals.

Community Kitchens allow people to:

- access healthy meals
- learn and improve skills including food preparation/cooking, meal planning, budgeting, growing food, teamwork, literacy and numeracy skills
- connect with local organisations and community
- be involved in their community and make new friends

Group leader position:

- Community Kitchens are facilitated by a Group Leader. Group Leaders assist the group to plan, prepare and cook meals together.
- The main role of the Group Leader is to help ensure that the group runs smoothly.

Roles of a Community Kitchen Group Leader could include:

- Understanding the Community Kitchens values and aims.
- Welcome and orient new participants to the group
- Help to setup the kitchen ready for the group and check that it is left clean before leaving.
- Support all members to participate in Community Kitchen activities (i.e. recipe selection, food shopping, cooking and cleaning).
- Know emergency procedures and ensure that everyone remains safe when in the kitchen.
- Report any issues, incidents or damage to the host organisation.
- Keep records of funds used to purchase ingredients/ equipment etc.

Additional requirements

- National Police Certificate (if required by the host organisation)
- Complete food handlers training (free training online or by attending a course)
- Be willing to watch or read the Community Kitchens training modules. Topics include group facilitation, nutrition, kitchen safety and budgeting. This can be viewed for free on the Community Kitchens website.

There are no specific qualifications or experience required for the role, however, it is recommended that Group Leader will have some of the following:

- Good organisation skills
- Be reliable and trustworthy
- Friendly/ good social skills
- Good negotiation and conflict management skills
- Patient
- Good communication and listening skills
- Writing and record keeping skills