## Chef

<table>
<thead>
<tr>
<th><strong>Position Title</strong></th>
<th>Chef</th>
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<tbody>
<tr>
<td><strong>Position Purpose</strong></td>
<td>The position serves as the chef for Tranby, supporting the organisation’s mission of providing adult education to Indigenous adult learners. The chef provides nutritiously balanced meals to students who attend Tranby during block.</td>
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<td><strong>Reporting To</strong></td>
<td>Senior Office Manager</td>
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</tbody>
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| **Position Responsibilities** | - Provide nutritious balanced meals for students who attend Tranby for block release, includes morning tea and lunch  
- Plan weekly menu  
- Check freshness of food and ingredients  
- Maintain inventory of food and supplies for Senior Office Manager to order  
- Maintain cleanliness and function of kitchen and dining room |
| **Commitment** | A minimum of 5 days per week, during student block, with a minimum commitment of 3 months requested.  
Five days per week (Monday – Friday during block) for five hours (9 am – 2 pm). |
| **Training Provided** | You will be provided with a thorough induction and orientation to their workplace and to Tranby including a detailed Workplace, Health & Safety briefing. Comprehensive, role specific training will be provided along with regular supervision and coaching. In addition, the Senior Office Manager will be available for questions and assistance. |
| **Position Requirements** | - Understanding of culturally and linguistically diverse communities  
- Ability to actively support Tranby’s purpose and values  
- Ability to work in accordance with Tranby policies and procedures  
- Friendly manner  
- Must be dependable and punctual  
- Be courteous and personable when dealing with the public & students  
- Be self-directed, willing to take initiative, and detail-oriented  
- Respect and maintain confidentiality of Tranby volunteers, students, and staff  
- Relevant hospitality qualifications |
Evaluation
All volunteers complete a 60 day evaluation

Benefits
- Knowledge that you are working as a team to ensure that hospitality functions run smoothly.
- Work experience

Volunteer Applicant Declaration

You have read and understood this Volunteer Position Description and agree that you will work within the position responsibilities detailed.

Volunteering at Tranby is dependent on the results of background checks. Tranby reserves the right to prohibit an individual from volunteering if background checks are not to the organisation's satisfaction.

In addition, you are required to provide full and up to date disclosure to Tranby in respect to any matter which may affect your capacity to perform the duties associated with the role and in this regard but not limited to, the capacity to interact with vulnerable people, and deal with sensitive information.

Volunteer’s Name
Signature
Date

Senior Office Manager  Saskia Sharp
Signature
Date