

## Position Description: Cooking Crew Volunteer (Twenty10)

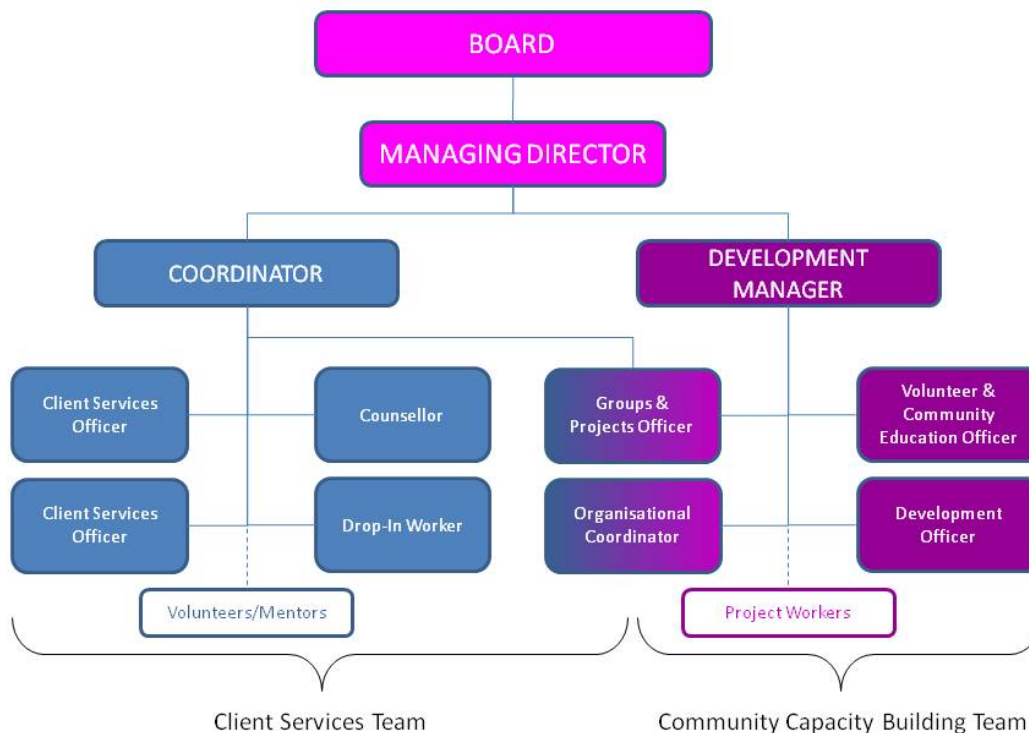
### Organisational Context

The Twenty-Ten Association Inc. (Twenty10) is a community based, non profit, state-wide organisation. Twenty10 supports and works with young people, communities and families of diverse genders and sexualities. Twenty10's vision is to lead the community towards being safer for young people of diverse genders and sexualities. We will work to ensure that young people have more opportunities to participate fully in society.

Twenty10's values are:

- Inclusivity
- Sustainability
- Respect
- Quality
- Professionalism & ethical practice
- Community
- Youth Participation
- Access & Equity

Twenty10 operates a Reconnect and SAAP service. Primarily Twenty10 works with young people who are homeless or at risk of homelessness. Client Services Officers work as part of a small team and provide support, referral and advocacy within a client directed, case management framework.



- POSITION:** Cooking Crew Volunteer
- CLASSIFICATION:** Voluntary
- SALARY:** Reimbursement provided for all out of pocket expenses, must be negotiated with supervisor prior to expenditure.
- HOURS OF WORK:**
- ACCOUNTABILITY:** This position is overseen by the Managing Director and supervised by the Community Capacity Building Manager.
- CONTRACT LENGTH:** 12 month contract
- SUMMARY OF POSITION:** Cooking Crew Volunteers prepare home cooked, frozen meals (in their own kitchen with ingredients provided by twenty10) for young people who access Twenty10's Drop-in Service. They collect the raw ingredients and drop off the finished meals frozen in individual serve containers to Twenty10 during arranged times.

**BACKGROUND:**

Many of the young people who access Drop-in at Twenty10, aren't eating properly for a range of reasons. It may be that they do not have enough money for food, or the facilities to cook where they are staying. They may never have learned to cook for themselves, or how to grocery shop on their own. Food or eating may not be a priority for the young person, or there could even be links to mental health issues. The fact that young people know that they can come to Twenty10, and get something healthy and substantial to eat or take away with them, has a big impact on their health & well being.

Our Cooking Crew Volunteers support Twenty10 by preparing healthy, home-cooked frozen meals in their own kitchen using ingredients provided by Twenty10. They operate on a rotating roster doing roughly one cooking shift every 4-8 weeks.

Twenty10 receives bi-weekly donations of food from Oz Harvest which includes fresh meat & vegetables. We also have a small 'pantry' for provision of other ingredients to assist our Cooking Crew Volunteers turn the basic ingredients into enjoyable meals. The meals tend to be simple to make, don't require a lot of cooking skills or expertise, and don't require hours and hours of complex processes. In the past our volunteers have prepared meals such as Spaghetti Bolognese, Roast Meat & Veg, Vegetarian Pasta, and Shepherd's Pie.

Volunteers aim to cook meals that will be appropriate for a majority of our clients, so there's a bit of a trade-off when needing to cook for a multitude of unknown young people. Our clients have moderately adventurous taste buds and a range of dietary requirements and intolerances. We aim to cater for this diversity, by including some vegetarian/vegan meals and some gluten free meals where possible. Cooking Crew Volunteers sometimes use the internet for ideas on specialty cooking (e.g. gluten free), or chat with the Twenty10 staff about adapting recipes and ingredients to help cater for our clients requirements.

Rosters will be negotiated two months in advance, with volunteers having the opportunity to do one or two shifts during the rostered period. This will normally be done through email.

At the start of the week before their rostered cooking week, the volunteer will be contacted via email by the Admin Worker who will inform them of the main donated ingredients available and what types of meals were cooked in the proceeding weeks. This gives the volunteer time to think about what meal they could cook (they might use the internet or their own cookbooks for inspiration and ideas). The volunteer will contact the Admin Worker by email and include which additional pantry ingredients for their meal (e.g. pasta, flour, etc) as well as confirming their time for collecting the ingredients and a proposed time to drop off the finished frozen meals in one of the pre-arranged times.

In the rostered week for cooking, the volunteer collect their ingredients from Twenty10. This would include their agreed raw ingredients, any additional ingredients as emailed the prior week, as well as plastic containers and sticky labels for the finished frozen meals.

The volunteer then has a window of about a week in which to prepare, cook and freeze the meal in individual serves, finishing with a label outlining the meal and ingredients. They would then drop off the food to Twenty10 at the pre-arranged time.

## **DUTIES:**

### **1.0 Coordination of Cooking Shift Logistics**

- 1.1 The Cooking Crew Volunteer supports the Twenty10 Staff by:
- liaising with Twenty10 staff by email and telephone to confirming availability for shifts, ingredients needed and pre-arranged collection/drop off times for the ingredients and prepared meals.
  - collecting ingredients and supplies, and returning the prepared meals to Twenty10 during pre-arranged times (mainly business hours weekdays and some provision early Saturday afternoons).
  - organising reimbursement with staff for any additional expenses (pre-approval necessary).

### **2.0 Planning and Preparing Meals**

- 2.1 The Cooking Crew Volunteer supports the Twenty10 Staff by:
- planning a basic meal utilising the ingredients available at Twenty10.
  - nominating any additional ingredients or supplies required (e.g. take away containers, sticky labels etc.).
  - preparing and cooking meals applying food safety and OH&S principles.
  - dividing up prepared meals into individual serves in supplied takeaway containers for easy transporting and storage, and labelling them with name, date of production and ingredients.



## **SELECTION CRITERIA:**

### **All volunteers of Twenty10 must:**

1. Follow the Twenty10 Code of Conduct

### **Desirable:**

1. Enjoy Cooking and be creative with limited ingredients
2. Be able to pick up ingredients from and deliver cooked food to Twenty10 in Newtown during pre-arranged times
3. Drivers License (not essential)

Twenty10 is an Equal Opportunity employer and strongly encourages Aboriginal and Torres Strait Islander people, people of culturally and linguistically diverse backgrounds as well as gender diverse people to apply.