

## POSITION DESCRIPTION

# COMMUNITY OVEN COORDINATOR

## POSITION DETAILS

<b>POSITION No:</b>	4710.02	<b>UNIT:</b>	Parks and Reserves
<b>EMPLOYMENT STATUS:</b>	Casual	<b>LOCATION:</b>	SMO/Council Centre
<b>DIVISION:</b>	Parks and City Amenity	<b>CLASSIFICATION:</b>	MT Level 2

## OBJECTIVES

### MISSION STATEMENT

Our mission is to ensure good governance of our capital City.

### DIVISION OBJECTIVE

The Parks and City Amenity Division incorporates the Parks and Recreation Unit, Bushland and Reserves Unit, Open Space Planning Team, Cleansing and Solid Waste Unit, Fleet and Fabrication Unit, Cleary's Gates Depot management and The Doone Kennedy Hobart Aquatic Centre.

These Units have responsibility for a wide range of function areas, including: parks and reserves management; bushland management; open space planning; cleansing and solid waste management; fleet management; emergency management and the management of The Doone Kennedy Hobart Aquatic Centre.

The principal purpose of the Division is to provide a high standard of excellence in respect of these functions, in our approach to customers and in the management of community assets.

### POSITION OBJECTIVE

Coordinate the operational and maintenance requirements of the community oven and provide supervision of oven when in use.

## KEY FUNCTIONS AND RESPONSIBILITIES

- Unlock and lock Wood Fired Oven and ensure that it is in safe working order prior to use.
- Build and light the fire to prepare for community baking days and for use by other stakeholders and be the primary point of contact for oven users and the general community.
- Monitor the safe operation of the oven during baking and liaise with Parks and Recreation staff regarding the maintenance of the ovens and associated issues.



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- Provide advice and guidance to users in respect of the ovens, cooking times, recipes and safety procedures and distribute promotional information and recipes at community baking days.
- Build and maintain working relationships with a range of key stakeholders and user groups who access the ovens and where applicable, resolve minor conflicts.
- Liaise with Parks and recreation staff to identify and develop opportunities for Wood Fired Usage and improve connectivity with the community.
- Develop and update policies, procedures and safe operating procedures for the Wood Fired Ovens and assist the Program Leader Parks and Reserves with any planning, future development and implementation of programs and budgets for the community ovens.

**Work Health and Safety:** To take reasonable care that your acts or omissions do not adversely affect the health and safety of yourself or others in the workplace, to comply with any reasonable instructions given to you by the Council and to comply with the requirements of any and all WHS policies and procedures.

**Note:** Whilst the key functions and responsibilities for the role are set out above, the Council may direct an employee to carry out such duties or tasks as are within the limits of the employee's skill, competence and training.

## ORGANISATIONAL RELATIONSHIPS

### REPORTING RELATIONSHIPS

#### 1. INTERNAL

The Community Oven Coordinator reports to the Program Leader Parks and Reserves.

The role will liaise with members of the Parks and Recreation Unit, other Council Groups and Units and other City of Hobart employees.

#### 2. EXTERNAL

The role will liaise with community groups and other relevant stakeholders.

## SELECTION CRITERIA

1. Certificate III in Commercial Cookery or similar, coupled with proven experience in the safe operation and maintenance of wood fired ovens and cooking equipment.
2. Proven experience in coordinating activities for community groups and other stakeholders and an ability to actively engage in a friendly, positive and courteous manner.
3. Ability to recognise hazards in the environment and review and modify procedures and policies relating to the operation of the community oven.
4. Excellent organisational and time management skills and the ability to work with minimal supervision.
5. Experience in writing procedures and maintaining written and electronic records.
6. Demonstrated ability to provide instructions and guidance to others, exercise discretion and resolve conflict between hirers and community groups.
7. A Current Drivers Licence, Police Check, Working with Children Check and First Aid Certificate.