

# Team Leader – School Nutrition

## Position Description



**Position number** 402042  
**Directorate** Community Services  
  
**Department** Aged Care  
**Immediate Supervisor** Community Coordinator  
**Supervising Positions(s)** Home Care Assistants  
**Level** OP 4 – Operational

<b>Position Approval</b>  <b>Gina Lacey</b> Director Community Services  <b>16 / 04 / 2024</b> Review and Approval Date
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## Position Objective

Facilitating the School Nutrition Program (SNP) at the Ntaria School, and to assist the Aged Care Team Leaders within Ntaria (Hermannsburg) and Utju (Areyonga) Centres as required.

## Key Duties and Responsibilities

- Run the daily operations of the SNP kitchen including food stock ordering, storage, preparation, and meal delivery.
- Maintain stock and equipment inventory records; planning dietary menus in coordination with the Aged Care Leadership team, and ensure consistent cleaning processes are completed to standard.
- Provide supervision and direction to all staff working within the SNP kitchen regarding SNP standards and procedures; ensuring staff are adequately trained and follow all program procedures.
- Prepare daily staff work rosters and ensuring enough staff are present – calling in casual support employees as necessary.
- Reporting any problems or accidents promptly, and ensuring paperwork is completed daily.
- Incorporating English literacy and numeracy skills into the program to assist community staff to obtain training in vocational education.
- Assist food preparation within the Aged Care centres in Ntaria (Hermannsburg) & Utju (Areyonga) as needed.
- Work in coordination with the Aged Care Leadership team to promote and attend healthy community workshops and other tasks around nutrition as required.
- Ensure program goals are met in line with the NIAA funding agreement as outlined by department management staff.
- Foster local capacity building through identifying, training, and supervising potential community nutrition health workers.
- Act in a manner which is responsive to the shared and individual cultural needs of people living within the Ntaria (Hermannsburg) and Utju (Areyonga) regions.

## Skills and Attributes

- Ability to work autonomously as a self-starter who thrives in an environment that is ambiguous, complex and thinks systematically.
- Supports and embraces a culturally diverse and highly collaborative workforce.
- Innovative and adapts to conflict and problems with a fair and outcome-driven resolution.
- Strong relationship building, networking, and communication skills.
- Realistic and flexible attitude with a genuine commitment to working in a remote area with people from differing cultural perspectives.

## Role Requirements

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### Essential

- Certificate III in a related discipline and/or equivalent work experience.
- Working knowledge of relevant Health, Safety and Food Handling legislation.
- Current full driver's license.

### Desirable

- Experience operating a 4WD vehicle on unsealed roads
- Current NT Ochre Card or ability to obtain.
- Current National Police Check
- Understanding and/or experience working with First Nation communities and the strengths and key issues facing First Nation people, with an understanding of the effects of colonisation, disempowerment and intergenerational trauma.

### Travel Requirements

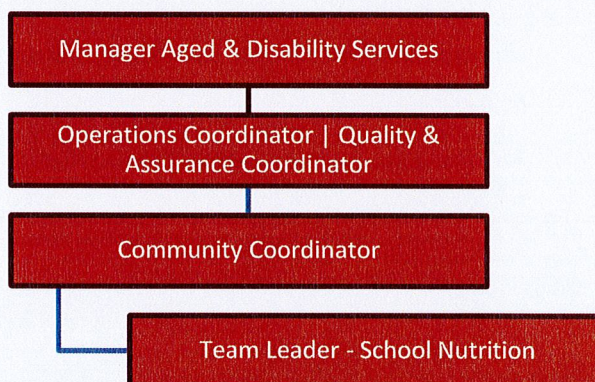
This position can be based in either Utju (Areyonga) or Ntaria (Hermannsburg) as necessary for operational requirements.

### Physical Requirements

#### The role requires the following physical aspects:

- Sitting and/or standing for extended periods
- Working indoors in an office environment
- Working outdoors in direct sunlight/heat
- Manual handling of objects above 10Kg
- Travel in light aircraft or by 4WD vehicle on unsealed roads for lengthy periods

#### Position Reporting Structure



### Employee Declaration

I have read and fully understood the position requirements as outlined in this document.

Signature

Date