



Position Title: Cook / Kitchen Supervisor

Reports to: CEO

Location: The Milang Lakeside Butter Factory

Job Type: Part-time (with potential for additional hours for events)

Works With: Volunteers, staff, and event coordinators.

About Us

The Butter Factory is a vibrant community hub and social enterprise that celebrates connection through food. We serve seasonal, nourishing dishes and host a variety of community events in our unique venue. Our kitchen blends purpose, people, and produce—with a touch of charm.

Position Summary

We are seeking a skilled and motivated Cook / Kitchen Supervisor to oversee the smooth operation of our kitchen during weekend café service and occasional event catering. This role will lead the kitchen team—including volunteers and casual staff—ensuring top-notch food quality, presentation, and safety.

Key Responsibilities

Kitchen Operations

1. Prepare and cook menu items to a high standard, ensuring consistency, taste, and presentation.
2. Maintain an organised and safe kitchen environment in line with food safety regulations.
3. Manage kitchen inventory, order supplies, and minimise waste and overstocking.

Leadership and Supervision

1. Lead and supervise kitchen staff and volunteers during service.

MILANG & DISTRICT COMMUNITY ASSOCIATION INC.



2. Provide clear direction, feedback, and support to foster an inclusive and efficient kitchen team.
3. Assist with recruitment, training, and induction of new kitchen volunteers/staff, in coordination with the Volunteer Coordinator.

Planning and Coordination

1. Menu development and design and café planning in collaboration with the CEO, Staff, Volunteers and partnerships.
2. Organise kitchen operations for weekend café service and event catering.
3. Coordinate catering for events—ensuring timely, well-presented food with staff/volunteer support.

Food Safety and Quality

1. Ensure compliance with all food safety standards and maintain accurate records.
2. Monitor and uphold quality control measures to ensure consistent food standards.
3. Stay updated on food hygiene regulations and maintain staff/volunteer awareness.

Customer & Community Engagement

1. Ensure customer orders are fulfilled efficiently and accurately during service.
2. Respond positively to customer feedback or concerns passed on by front-of-house.
3. Contribute to a positive community experience through food and hospitality.

Essential Criteria

1. Certificate III in Commercial Cookery or equivalent experience.
2. At least 2 years' experience working as a cook or chef in a café or commercial kitchen.
3. Proven experience supervising or training other kitchen staff.
4. Knowledge and understanding of food safety practices (Food Safety Supervisor certification preferred).
5. Strong leadership and communication skills.
6. Ability to work independently and take initiative under pressure.
7. Availability to work flexible hours, weekends and public holidays and occasional evenings for events.

Desirable Criteria



1. Experience working in a community, social enterprise, or volunteer-based setting.
2. Understanding of dietary requirements, allergies, and safe food handling.
3. Menu planning and cost control experience.
4. Certification in kitchen or hospitality management.

Award and Pay Rate

This position is classified under the **Restaurant Industry Award [MA000119]** as a **Cook Grade 4 (Level 5)**.

Indicative base rate: **\$28.87 per hour** (plus applicable weekend and public holiday penalties).

What We Offer

- A welcoming, community-focused kitchen environment
- Autonomy and creativity in your food offerings
- Support from our dedicated Volunteer Coordinator and leadership team
- Occasional paid event catering with extra hours available
- Ongoing training and professional development opportunities

How to Apply

If you're a passionate cook who thrives on teamwork, community vibes, and a kitchen that feels like home, we'd love to hear from you. Send your resume and a short cover letter to Stuart Jones, CEO, stuart@moshcc.com.au

