

Position Description

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| Position: | Community Kitchen Volunteer |
| Supervisor: | Community Food Volunteer Coordinator |
| Location: | Based at ASRC Footscray |
| Time Commitment & Availability: | Typical commitment is 1 shift per week, for a minimum period of 6 months, with some flexibility. Shifts are currently available on Mondays and Fridays, from 10am - 3:30pm. |

Position Purpose

Community Kitchen volunteers help create a dignified food experience by preparing and serving a culturally responsive, nutritious lunch for people seeking asylum at the ASRC Footscray Centre. Meals are also shared with staff and volunteers to foster connection across the Centre. Volunteers work collaboratively in a fast-paced kitchen, supporting all aspects of meal preparation, service and cleaning to ensure a safe and welcoming environment.

About the Program: Community Food Program

The Community Food Program is powered by more than 100 volunteers who ensure that people seeking asylum have equitable access to nutritious and culturally familiar food. The program has two core areas: the Foodbank team and the Community Kitchen team. Community Kitchen volunteers prepare a daily lunch inspired by recipes shared by community members with lived experience, honouring culture, identity and the role of food in creating connection. The program centres dignity, choice and community through every meal.

Organisational context

The Asylum Seeker Resource Centre (ASRC) is Australia's largest independent organization providing aid, employment, health services and advocacy for people seeking asylum. Powered by over 500 volunteers and 200 staff, we create welcoming and inclusive environments. Our organisational values are **Welcoming, Authentic, Courageous** and **Collaborative**.

Key Responsibilities

- Collaborate with other kitchen volunteers following recipes to cook meals for large groups
- Chopping, peeling, and washing vegetables
- Washing up, tidying and cleaning the community kitchen
- Adherence to OH&S and safe food handling & storing at all times
- Other duties as required

What We're Looking For:

Essential:

- Ability to work independently and as part of a team to plan menus based on available produce
- Capacity to stand for extended periods, and safely lift items (approx. 5% of the role)
- Commitment to safe work practices, including safe use of knives, ovens, hot items and heavy pots/pans
- Willingness to work in a multicultural team and engage respectfully with diverse food traditions
- Alignment with ASRC values and commitment to the rights and dignity of people seeking asylum
- Reliability and consistency in attending agreed shifts

Desirable:

- Cooking experience, ideally bulk cooking for 100+ people
- Experience in a community kitchen, hospitality, or similar role
- Lived experience as a person seeking asylum, or from a refugee background
- Knowledge of the policy context of practice with asylum seekers visa categories/conditions, and the barriers faced by people seeking asylum in Australia

ASRC values lived experience, passion and commitment to justice and human rights for people seeking asylum over formal qualifications. You are encouraged to apply even if you do not meet every criterion.

Compliance:

Before commencing with ASRC you will be required to complete the following:

- Police Check
- Working with Children Check
- Volunteer Agreement

- Volunteer Training
- 3-Month Review Period