Operations and Admin Coordinator (Part-Time)

FoodLab Sydney - Strathfield South
Not-for-profit salary packaging + super
Permanent Part-Time, 3 days per week (Flexible days)

About FoodLab Sydney

FoodLab Sydney is a social enterprise supporting refugee, migrant, First Nations, and women food entrepreneurs to build sustainable food businesses through training, kitchen access, and catering opportunities.

We're a lean-obsessed organisation where continuous improvement isn't just an ideal, it's how we work every day. We believe in small, smart tweaks that reduce waste, save time, and make systems so simple that anyone can run them. Why?

Because every minute we reduce waste is a minute we can increase empowering program participants and achieve our mission.

The Role

We're looking for a reliable, organised Operations and Admin Coordinator to join our team part-time, 3 days per week.

You'll be the person who keeps our kitchen bookings running smoothly, manages our training program administration, and ensures invoicing and follow-ups happen on time.

Here's what makes this role different from typical admin: we value people who notice when things could be easier or clearer, and who speak up with suggestions. You won't be expected to revolutionise our systems - we just want someone who uses their brain, spots opportunities, and isn't afraid to say "hey, what if we tried this instead?"

What You'll Be Doing

Kitchen Operations (40%)

- Manage kitchen bookings, inductions, sign-outs, and invoicing using Skedda, Airtable and Xero
- Respond to kitchen user enquiries and troubleshoot issues
- Order consumables, send reminders, maintain records, and equipment
- Help document simple procedures so others can help with these tasks

Training Program Administration (30%)

- Track participant enrolment, submissions and outcomes in Airtable
- Support funder reporting and program administration
- Coordinate monthly skillshare workshops (book speakers, promote, organise logistics)
- Reach out to partner organisations during recruitment

Catering Administration (20%)

- Follow up on warm leads and maintain the sales pipeline
- Support invoicing and quoting (Head Chef handles complex jobs)
- Respond to enquiries using templates
- Invoice processing and ordering

Process Improvement (10%)

- Spot opportunities to make tasks easier or faster
- Document procedures so others can help
- Use AI tools (ChatGPT, Claude) when helpful for problem-solving
- Suggest improvements - we're always listening

About You
You're someone who:

- Is highly organised and reliable - you keep track of details and follow through
- Learns digital tools quickly - you're comfortable with Airtable-style systems (or willing to learn)
- Uses AI tools confidently - ChatGPT/Claude are helpful assistants for you, not mysteries
- Is proactive
- Gets things right - you're detail-oriented and learn from mistakes
- Likes improving things - when something's inefficient, you're curious about how to fix it

You might be:

- A recent grad who's organised and tech-savvy
- A career changer wanting mission-driven work
- Someone with 1–3 years admin experience, ready for more autonomy

You're NOT a fit if:

- You need constant direction on every task

- You want a role where nothing ever changes
- Digital tools feel overwhelming rather than interesting

What We'll Teach You

- How FoodLab's operations work (kitchen, training, catering)
- Our Airtable systems and automations (we've built 70% already)
- Tools like Skedda, Xero, Mailchimp, GembaDocs, Canva, Zapier
- Lean principles (simple: eliminate waste, make things easier)

We'll invest 10+ hours in your first two weeks for training.

Tools You'll Use

Airtable, Skedda, Xero, Gmail/Google Workspace, Mailchimp, Zapier, Make.com, Canva, GembaDocs, AI tools (ChatGPT, Claude), StreamDeck.

How to Apply

Send your CV and a short cover summary to _this online form,_ explaining:

- Why you're excited about this role and FoodLab
- An example of a system or process you've improved (work, study, personal — we don't mind, just show us how you think)
- How you use AI tools in your daily life or work

Bonus: If you've built personal productivity systems, optimised operations anywhere, or have examples of self-directed problem-solving, tell us about it.

Applications close: 16 February 2026 but we encourage early applications.

FoodLab Sydney is an equal opportunity employer. We encourage applications from people with lived experience as refugees, migrants, First Nations peoples, and women in food entrepreneurship.