

## POSITION DESCRIPTION

<b>Position Title</b>	Chef
<b>Position No</b>	
<b>Department</b>	Holmesglen at Eildon
<b>Faculty/Centre</b>	Corporate and Commercial Services
<b>Classification</b>	Hospitality Industry Level 5
<b>Prepared By</b>	Manager – Holmesglen at Eildon
<b>Date</b>	July, 2023
<b>Reference No</b>	<i>(To be completed by Human Resources Department)</i>
<b>Approved By</b>	Associate Director - Human Resources
<b>Primary Objectives of Position</b>	<ol style="list-style-type: none"> <li>1. With the catering team, prepare, cook and present all food to the highest possible standard.</li> <li>2. Ensure that all catering requirements are delivered on schedule, within cost parameters and in accordance with the operational requirements of Holmesglen at Eildon (Centre)</li> </ol>
<b>Manager/Supervisor</b>	<p>Head Chef</p> <p>In relation to the more general requirements of the Centre the position may functionally report to the Manager – Holmesglen at Eildon (Manager)</p>
<b>Subordinates (Where Applicable)</b>	The position has supervisory responsibility for casual chefs and kitchen hands, including other staff within the organisation who may be utilised to assist with the operational requirements of the kitchen.
<b>Internal Communication Requirements</b>	<ul style="list-style-type: none"> <li>▪ Head Chef, Manager, Food and Beverage Coordinator and staff and the Reservations Coordinator in relation to the operations and requirements of the kitchen.</li> <li>▪ Kitchen staff and other relevant staff of the Centre to ensure the requirements of the position are met.</li> <li>▪ Liaise with Institute hospitality staff as may be appropriate.</li> </ul>
<b>External Communication Requirements</b>	<ul style="list-style-type: none"> <li>▪ Food suppliers and producers including meat suppliers regarding “paddock to plate” requirements.</li> <li>▪ Conference and function organisers in relation to menus and special dietary requirements.</li> <li>▪ Hospitality industry representatives as appropriate.</li> </ul>

## Specific Accountabilities

1. Prepare quality, seasonal meals with attractive presentation for a la carte, functions and corporate and student menus to be served in a variety of venues overseen by the Centre.
2. Supervise and oversee the learning and skill development of kitchen staff and deploy staff appropriately and productively to ensure catering requirements are met.
3. Consistent with the Food Safety Victorian Plan, maintain inventory and cost control systems, rotate stock and ensure wastage is minimised by careful supervision of food preparation methods.
4. Liaise with the Head Chef on menus, regularly review current menus and assist with the development of new menus to take advantage of local seasonal produce, current trends and regional specialties.
5. With appropriate staff, develop menus every 6 months with new or existing culinary creations ensuring the variety, seasonality and quality of servings.
6. Within budget constraints, source food from local suppliers to minimise transport miles and delivery charges and support the local economy.
7. Co-ordinate the “paddock to plate” and kitchen garden requirements.
8. Maintain hygiene and cleanliness, and adhere to policies and procedures, in accordance with Institute requirements and the Food Safety Victoria plan.
9. Work with teachers and assist occasional student groups that require instructed kitchen workshops and practical kitchen experience.
10. Contribute to operational team meetings, provide regular reports as required and regularly meet with supervisory staff regarding relevant operational matters
11. Review client feedback forms and recommend strategies to improve the operations and delivery arrangements of the kitchen and catering teams.
12. Comply with Holmesglen policies, procedures and processes, and applicable legislative and regulatory requirements, and contribute to the ongoing improvement of systems and processes.
13. Support the Institute’s Strategic Plan and Vision and work to ensure that all activities align to the Institute’s commitment to quality.
14. Act in accordance with Holmesglen Safety policies and procedures, including Child Safety Standards, to ensure that departmental operations comply with Occupational Health and Safety legislation.

## Qualifications

### Minimum

- Victorian Certificate of Education or equivalent
- Apprenticeship in Cooking at Certificate IV level
- Health and Safety, Food Handlers and Hygiene certificates (Course Level 1,2 &3).

**Knowledge**

- Knowledge of:
  - hospitality, wedding and conference industry, including educational camps & retreats.
  - the Food Safety Victoria Plan.
  - sustainable food principles including local produce and suppliers.
  - and familiarity with, special dietary requirements.

**Experience**

- Demonstrated experience working in a similar position in the Catering and Hospitality Industry.
- Catering for large numbers and working to tight schedules.
- Experience in:
  - developing menus using local & seasonal produce including use of a kitchen garden
  - the preparation of high quality meals within possible budget constraints
  - leading and motivating a team
  - workplace adaptability and contributing to working productively in a team environment

**Skills**

- Excellent culinary and kitchen craft skills including creativity in the presentation and development of menus.
- Scheduling and planning skills and the ability to adjust priorities to meet changing client needs.
- Ability to liaise and work with people at all levels from varying backgrounds.
- Preparation of a wide variety of food to suit a variety of occasions, cultures and budgets, including special dietary requirements of clients.

**Key Selection Criteria**

- In addition to qualification requirements the incumbent will have:
1. Demonstrated experience in the operation of a commercial catering kitchen including the leadership, management and training of reporting staff.
  2. Excellent culinary skills, including an understanding of special dietary requirements, and the ability to prepare consistently high quality food within budgetary constraints.
  3. Demonstrated creativity in the presentation and development of menus with attention to the seasonal availability of food.
  4. Well-developed communication skills, and strong customer services skills, including the ability to deal professionally and courteously with both internal and external clients.
  5. Demonstrated ability to manage and maintain hygienic food preparation standards and work practices in a commercial kitchen consistent with relevant health regulations.
  6. Ability to be flexible in terms of hours and shifts required across a 7 day week.

**Note**

- This position description describes in general terms the normal duties which this position is expected to undertake. Duties not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from people occupying positions classified at this level may be allocated.
- Employees attending certain workplace settings, including health and care facilities, may be required to meet mandatory vaccination obligations.
- Due to the nature of the position, there may be a requirement to accommodate flexible working hours and attendance requirements.
- The incumbent may be required to perform their duties at any campus or location controlled by Holmesglen Institute or elsewhere as directed.
- Holmesglen is a child safe organisation. This position requires a valid Victorian Employee Working with Children check and National Police Records check.
- Holmesglen cultivates a workforce that embraces and values student voice and partnership.