

POSITION DESCRIPTION

Position Title	Sous Chef
Position No	35004
Department	Holmesglen at Eildon
Faculty/Centre	Corporate and Commercial Services
Classification	Hospitality Industry Level 5 (HIL5)
Prepared By	Manager – Holmesglen at Eildon
Date	July, 2023
Reference No	
Approved By	Associate Director, Human Resources
Primary Objectives of Position	<ol style="list-style-type: none"> 1. The Sous Chef will work to ensure that all food at the Centre, is prepared, cooked and presented to the highest possible standard. 2. Ensure that all catering requirements are delivered on schedule, within cost parameters and in accordance with the operational requirements of the Centre.
Manager/Supervisor	Immediate supervisor is Head Chef, but in his/her absence, report through the Manager- Holmesglen at Eildon and / or Assistant Manager – Food & Beverage Coordinator
Role Of Subordinates (Where Applicable)	<p>In absence of Food & Beverage Coordinator, oversee and coordinate the work of</p> <ul style="list-style-type: none"> • Casual chefs • Kitchen hands <p>Other staff within the organisation that are utilised to assist with operational requirements of the kitchen.</p>
Internal Communication Requirements	<ul style="list-style-type: none"> ▪ Liaise with Manager ▪ Liaise with Food & Beverage Coordinator & F&B team ▪ Liaise with Head Chef, other casual chefs and kitchen staff ▪ Liaise with the Gardener regarding seasonal plantings etc for our kitchen Garden

External Communication Requirements

- Liaise with Bookings & Reservations Coordinator, and Administrative staff

In absence of Head Chef

- Liaise with food suppliers and producers
- Liaise with teachers and conference organisers, also wedding and function bookings where required.
- Liaise with butcher regarding paddock to plate requirements
- Liaise with other Industry representatives as required.

Specific Accountabilities

1. Preparation of quality, seasonal meals with attractive presentation for a la carte, corporate, function and student menus – served in a variety of locations including the conference centre, recreation precinct and in the field.
2. Co-ordinate the kitchen garden requirements & liaise with our gardener that appropriate plantings occur
3. Maintain accurate records, stock taking & stock rotation
4. Assist in managing levels of waste and best use of stock.
5. Regular review of current menus and assist with the development of new menus to make the most of seasonal produce, current trends and regional specialities.
6. Endeavour where possible (and within budget) to source food from local suppliers so as to reduce transport miles and delivery charges as well as to support the local economy.
7. Maintain hygiene & cleanliness within the food safety program.
8. Monitor deliveries in accordance with the food safety plan.
9. Adhere to policies and procedures as per the food safety plan.
10. Work with teachers and assist occasional student groups that require instructed kitchen workshops and practical kitchen experience.
11. Assist in creating new winter /summer menus every 6 months.
12. Contribute to the Food & Beverage Team at meetings.
13. Other duties as directed by the Manager and Assistant Manager/ Food & Beverage Coordinator.
14. Be part of a small team of permanent staff at Eildon and be adaptable to contribute and work across all departments at Holmesglen at Eildon when requested by Manager and /or Institute
15. Comply with Holmesglen policies, procedures and processes, and applicable legislative and regulatory requirements, and contribute to the ongoing improvement of systems and processes.
16. Support the Institute's Strategic Plan and Vision and work to ensure that all activities align to the Institute's commitment to quality.
17. 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	<ul style="list-style-type: none"> ▪ Apprenticeship in Cooking ▪ VCE or Equivalent ▪ Food Handlers Certificate ▪ Food Safety Supervisors ▪ Current First Aid ▪ Current Working with Children check
Knowledge	<ul style="list-style-type: none"> ▪ Knowledge of the hospitality and conference industry ▪ Knowledge of school camp industry ▪ Knowledge of the Food Safety Victoria Plan ▪ Knowledge of local produce and suppliers ▪ Knowledge of sustainable food principles
Experience	<ul style="list-style-type: none"> ▪ Demonstrated experience working in a similar position in the Hospitality Industry. ▪ Experience in working to tight schedules. ▪ Experience with catering for large numbers
Skills	<ul style="list-style-type: none"> ▪ Scheduling and planning skills. ▪ Preparation of a wide variety of food – to suit a variety of occasions, cultures and budgets. ▪ The ability to adjust priorities to meet changing client needs.
Key Selection Criteria	<ol style="list-style-type: none"> 1. Ability to work productively in a team environment, with the capacity to lead the kitchen team (when required) 2. Excellent cooking skills. 3. Creativity in presentation and development of menus. 4. Ability to be flexible in terms of hours and shifts required across a 7 day week 5. Sound organizational skills, in catering for diverse groups often at the same time 6. Preparation of quality meals within budget that are consistent with the standard of Holmesglen at Eildon. 7. Demonstrated ability to liaise and work with people at all levels from varying backgrounds.
Note	<ul style="list-style-type: none"> ▪ 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.