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| Position Description *(Team member)* |
| **Our Vision:** To see God glorified by men and women living for and proclaiming Jesus Christ, growing healthy churches and reaching the lost.**Our Mission:** to provide excellent evangelical theological education. |
| **Position Title:** | Chef  |
| **Industrial Instrument and classification:** | Higher Education Industry (General Staff) Award, Level 3 |
| **Reports to:** | Head Chef  |
| **Employment status:**  | Full Time  |
| **Primary Purpose of Position:** | Preparation of food for students, faculty and conferences. |
| **Special tools/equipment or conditions:** | All Kitchen equipment  |
| **Relationships:**  | **Internal:** Events CoordinatorsOperations team Faculty Students  |
| **External:** Suppliers Agency staff |
| Selection Criteria  |
| **Essential:** * Qualification in commercial cookery or equivalent experience as a cook/chef
* Understanding of various cooking techniques, ingredients, equipment and procedures
* Demonstrate ability to work as a member of and contribute to the kitchen team.
* Demonstrated knowledge of HACCP.
* Passion for cooking.
* Ability to support and promote the Christian Mission and Values of Moore College.
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| **Desirable Criteria:*** Experience in a residential setting
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| Acknowledgement |
| **I understand and accept the responsibilities as outlined in this position description.** |
| Employee Name |  |
| Signature |  |
| Date |  |

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| Key Accountabilities |
| **Key Performance Area** | **Key Tasks** | **Performance Indicators** |
| **Quality** |
| **Preparation of Food** | * Prepare the meals for the students, staff and guests as per the day’s menu. Meals need to be tasty and where possible be creative.
* Work as efficiently as possible, whilst maintaining a reasonably clean environment.
* Clean the work area after each job before starting next job.
* Ensure work is done in accordance with safe work practices and ensure a safe working environment for self and others.
* Setting up workstations with all needed ingredients and cooking equipment
* Preparing ingredients to use in cooking (chopping and peeling vegetables, cutting meat etc.)
* Cooking food using various utensils or grillers.
 | * The kitchen work area is clean, neat and tidy.
* Preparation is done in a timely manner prior to service.
* Safety incidents are reduced to a minimum.
* Customers are generally satisfied with the taste of meals.
* Work is carried out in an appropriate order and completed prior to service time.
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| **Serving Food** | * Ensure that food served is at the correct HAACP guidelines and that all necessary paperwork is completed.
* Ensure that food is well presented.
* Ensure that food is ready in bain-maries in time for service.
 | * The food served in the bain-maries must be on time and presented to a high standard.
* The food being served is at the correct temperature.
* Logbook is up to date at all times.

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| **Influence** |
| **Communication** | * Ensures that any relevant information is effectively communicated to affected people
* Listens to customer issues and proposes appropriate solutions.
 | * Communication with students/faculty/residents/staff is done in a timely manner.
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| **Teamwork** | * Provide support to agency staff, casuals or team members when required
* Actively participate in team meetings and training
* Collaborate with other departments as required.
 | * Staff are provided with adequate information and support.
* Team members are supported during peak periods.
* Attendance at team meetings.
* Attendance at training.
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| **Capacity** |
| **Cleaning** | * Assist in cleaning up after the food is prepared.
* Assist in cleaning after lunch when the plates come back into the kitchen.
* Work collaboratively and supportively with the team and ensure that assistance is provided to other team members when needed.
* Keep a sanitized and orderly environment in the kitchen
 | * The kitchen is clean and tidy after each service.
* Floors will be free of food residue.
* Help is offered to other team members if required.
* Kitchen is cleaned on time.
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| **Stock Handling** | * Assist in putting away stock when it is delivered.
* Ensure that stock is always taken from the right as this should be the oldest.
* Maintain a list of items that need to be ordered.
* Ensure all food and other items are stored properly.
* Check quality of ingredients
* Monitor stock and place orders when there are shortages.
 | * Incoming stock is put away by the end of the day, except for refrigerated or frozen items which need to be put away immediately.
* Stock is being used prior to use by dates.
* Monitor food wastage where stock is being discarded.
* Adequate stock of products always available.
* Rotation.
* Time putting away
* Low levels
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| **Sustainability** |
| **Continuous improvement** | * Contribute ideas to the menu planning process.
* Provide ideas for continuous improvement in all aspects of kitchen operations.
* Assist to solve any issues that may arise within your role.
* Undertake any other duties as directed by the Head Chef.
 | * Proactively recommend new ideas each term.
* Actively contribute to improvements in kitchen operations.
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| **General**  |
| **Community**  | * Demonstration of the College’s values
* Make a positive contribution to the College culture.
* Assist and cooperate with other teams
* Encourage teamwork and foster good communication.
 | * Participation in team and staff meetings.
* Contributes to the College culture.
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| **Risk and Compliance**  | * Compliance with WHS legislation, policy and Procedures
* Participate in, promote and raise awareness of WHS in the College community.
* Contribute to the maintenance of a safe, clean environment in the College community.
* Ensures compliance with College policies and procedures, applicable legislation and regulatory frameworks.
* Manages risk appropriately in all work activities.
 | * Evidence of participation in WHS activities, e.g. training.
* Evidence of risk management in work activities.
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| **Professional Development** | * Maintain current competencies.
* Attend internal and external training as required.
* Participate in the annual performance review.
 | * Competencies remain up to date.
* Evidence of participation in internal and external training.
* Performance reviews are completed annually.
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