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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 Coordinators  Operations 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. | | |
| **Desirable Criteria:**   * Experience in a residential setting | | |
| 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. |
| **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. |
| **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. |
| **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. |
| **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. |
| **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 |
| **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. |
| **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. |
| **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. |
| **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. |