

Position Description

About Moore Theological College	
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.
Our Values:	Christian Faith, Integrity, Grace, Service, Community, Scholarship, Gender Complementarity, Freedom of Enquiry, Integration, Stewardship, Innovation and Improvement, Cooperation and Teamwork

Position Details					
Position Title:	Chef				
Primary Purpose:	Preparation of food for students, faculty and guests, including for events and conferences.				
Classification:	Higher Education Industry – General Staff – Award, Level 4				
Special tools/equipment or conditions:	All kitchen equipment Shift work may be required, as rostered Ability to lift loads up to 10kg, as required Ability to work evenings and weekends for events, as required				
Relationships:	<table border="0"> <tr> <td><i>Internal:</i></td> <td><i>External:</i></td> </tr> <tr> <td> <ul style="list-style-type: none"> • Faculty • Staff • Events Coordinators </td> <td> <ul style="list-style-type: none"> • Students • Suppliers • Agency staff (labour hire) </td> </tr> </table>	<i>Internal:</i>	<i>External:</i>	<ul style="list-style-type: none"> • Faculty • Staff • Events Coordinators 	<ul style="list-style-type: none"> • Students • Suppliers • Agency staff (labour hire)
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<ul style="list-style-type: none"> • Faculty • Staff • Events Coordinators 	<ul style="list-style-type: none"> • Students • Suppliers • Agency staff (labour hire) 				
Reports to:	Head Chef				
Date of issue:	January 2025				

Qualifications, Skills, Knowledge and/or Experience

Essential:

- Qualification in commercial cookery
- Proven experience as a chef in a commercial cooking environment, including understanding of various cooking techniques, ingredients, equipment and procedures
- Demonstrated ability to work as a member of and contribute to a diverse, multicultural team
- Demonstrated knowledge and application of HACCP and Food Safety
- Ability to safely lift loads up to 10kg
- Passion for and creativity in cooking
- Ability to support and promote the Christian Vision, Mission and Values of Moore Theological College

Acknowledgement

I understand and accept the responsibilities as outlined in this position description.

Name:			
Signature:		Date:	

Key Accountabilities

Key Performance Area	Key Tasks	Performance Indicators
Quality		
Preparation of Food	<ul style="list-style-type: none"> • Prepare meals for the students, staff and guests as per the menu. • Work as efficiently as possible, whilst maintaining a reasonably clean environment. • Clean the work area after each job before starting the next job. • Ensure work is done in accordance with safe work practices and ensure a safe working environment for self and others. • Set up workstations with all needed ingredients and cooking equipment. • Prepare ingredients to use in cooking (chopping and peeling vegetables, cutting meat, etc.). • Cook food using various utensils or grillers. 	<ul style="list-style-type: none"> • The kitchen work area is clean, neat and tidy. • Preparation is done in a timely manner prior to service. • Incidents/injuries are kept to a minimum. • Customer satisfaction with meals. • Work is carried out in an appropriate order and completed prior to service time. • Meals are tasty and, where possible, creative.
Serving Food	<ul style="list-style-type: none"> • Ensure that food served is as per the correct HAACP guidelines and that all necessary paperwork is completed. • Ensure that the food is well presented. • Ensure that food is ready in bain-maries in time for service. • Food for people with special diets is labelled and served separately. 	<ul style="list-style-type: none"> • 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. • Food is labelled with allergens clearly listed.
Influence		
Communication	<ul style="list-style-type: none"> • Ensure that any relevant information is effectively communicated to the affected people. • Listen to customer issues and propose appropriate solutions. 	<ul style="list-style-type: none"> • Communication with students/faculty/residents/staff is done in a timely manner and with a high standard of customer service.

Teamwork	<ul style="list-style-type: none"> • Work collaboratively and supportively with the team, ensuring that assistance is provided to other team members, agency staff and casuals when required. • Collaborate with other departments as required. 	<ul style="list-style-type: none"> • Help is offered to other team members. • Team members are supported as required and during peak periods. • Staff are provided with adequate information and support.
Capacity		
Cleaning	<ul style="list-style-type: none"> • Assist in cleaning up after the food is prepared. • Assist in cleaning after each service when dishes and cutlery are returned to the kitchen. • Keep a sanitised and orderly environment in the kitchen. 	<ul style="list-style-type: none"> • The kitchen is clean and tidy after each service. • Floors are free of food residue. • Cleaning procedures are followed correctly.
Stock Handling	<ul style="list-style-type: none"> • Assist in putting away stock when it is delivered. • Ensure that stock is always taken from the right as this should be the oldest. • Monitor stock levels and inform Head Chef as required. • Ensure all food and other items are stored properly. • Check the quality of ingredients. 	<ul style="list-style-type: none"> • Incoming stock is put away on the day of delivery, except for refrigerated or frozen items which need to be put away immediately. • Stock is being used prior to use by dates. • Food wastage is monitored. • Adequate stock of products always available. • Rotation of stock. • Stock is maintained at appropriate levels.
Sustainability		
Continuous Improvement	<ul style="list-style-type: none"> • Contribute ideas to the menu planning process. • Provide ideas for continuous improvement in all aspects of kitchen operations. • Try to solve any issues that arise and escalate to the Head Chef as required. 	<ul style="list-style-type: none"> • Recommend at least three new ideas each term. • Actively contribute to improvements in kitchen operations.
General		

Community	<ul style="list-style-type: none"> • Demonstration of the College's values. • Make a positive contribution to the College culture. • Encourage teamwork and foster good communication. • Assist and work collaboratively with others. • Actively participate in team and other meetings. 	<ul style="list-style-type: none"> • Participation in team and other meetings. • Contributes positively to the College culture.
Risk and Compliance	<ul style="list-style-type: none"> • 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. • Ensure compliance with College policies and procedures, applicable legislation and regulatory frameworks. • Manage risk appropriately in all work activities. • Undertake other duties as directed by the relevant supervisor/manager. 	<ul style="list-style-type: none"> • Evidence of participation in WHS activities, as required, e.g. evacuation drills, training, etc. • Evidence of risk management in work activities. • When applicable, documents are regularly updated in the record management system.
Professional Development	<ul style="list-style-type: none"> • Maintain current competencies. • Attend internal and external training as required. • Participate in the annual performance review. 	<ul style="list-style-type: none"> • Competencies remain up to date. • Evidence of participation in internal and external training. • Performance reviews are conducted annually.