

HEAD CHEF

LINE MANAGER	General Manager Executive Chef.	AREA	Catering
Date Last Updated			Feb 2020
PURPOSE OF POSITION			
<p>Under the direction of the General Manager and Executive Chef the Head Chef will train and manage catering employees and supervise/coordinate all related culinary activities; estimate food consumption and requisition or purchase food; deliver the Aurrum menu using Aurrum recipes; ensure consistent food quality; deliver consistent food presentation and quality standards; ensure compliance with the Food Safety Program</p> <p>Committee Responsibilities: Team meetings, working groups and food focus groups with residents and relatives</p>			
KEY RESPONSIBILITIES AND ACCOUNTABILITIES			
<ul style="list-style-type: none"> • Ensure that Aurrum menu and cooking methods are used to prepare and deliver meals in line with residents requirements/special needs. • Ensure proper equipment operation/maintenance; and ensure safety and sanitation in kitchen. • Quantity and quality control, stock control, minimisation of wastage and monitor quality of suppliers. • Oversee special catering events and also offer culinary instruction and/or demonstrate culinary techniques. • Ensure staff maintain a high standard of personal hygiene and comply with the procedures in the Food Safety Program. • Ensure regular cleaning of all areas is maintained by catering employees within the kitchen as per Schedule and Food Safety Program. • Champion and support the 'Living Life philosophy and culture of person-centred care. • Contribute as member of the care home team and work collaboratively and inclusively across Aurrum teams to ensure a consistent 'continuous improvement' approach. • Demonstrate the highest possible standards of professional and personal conduct, modelling Aurrum Values and Code of Conduct. • Undertake other activities which the incumbent might reasonably be expected to do, and which are consistent with the accountabilities and responsibilities as listed above. 			
KEY PEOPLE INTERACTIONS			
<ul style="list-style-type: none"> • General Manager • Catering Team Members • Care Home Team Members 		<ul style="list-style-type: none"> • Residents and Visitors 	

CRITERIA			
Qualifications	<ol style="list-style-type: none"> 1. Minimum qualifications in Diploma of Hospitality or Certificate IV in equivalent Diploma in commercial cookery 2. Qualified food safety supervisor 		
Knowledge, Experience and Skills	<ol style="list-style-type: none"> 3. Demonstrated knowledge in catering for the complex care needs of the older person and commercial kitchen operations. 4. Demonstrated ability to lead a team and experience in coaching and mentoring others. 5. Demonstrated well developed computer and documentation skills 6. High level verbal and written communication skills 7. Demonstrated organisational and time management skills 		
Desirable			
WORK REQUIREMENTS			
<ul style="list-style-type: none"> • Police Check 			
COMPLIANCE AND LEGISLATIVE REQUIREMENTS			
<p>Aurrum Values: All team members must commit to and uphold our 'Living Life' model of care, Aurrum Values and Code of Conduct. For more information please visit https://aurrum.com.au/</p> <p>Occupational Health and Safety All supervising staff are required to undertake effective health and safety measures to ensure compliance with the NSW Work Health and Safety Act 2011 (the Act) and related regulations and requirements.</p> <p>All staff must comply with requirements of the Act and all reasonable directives given in relation to health and safety at work, to ensure compliance with Aurrum and Legislative health and safety requirements.</p> <p>Team Members must familiarise themselves and comply with all Aurrum policies and procedures and legislation relevant to the position.</p>			