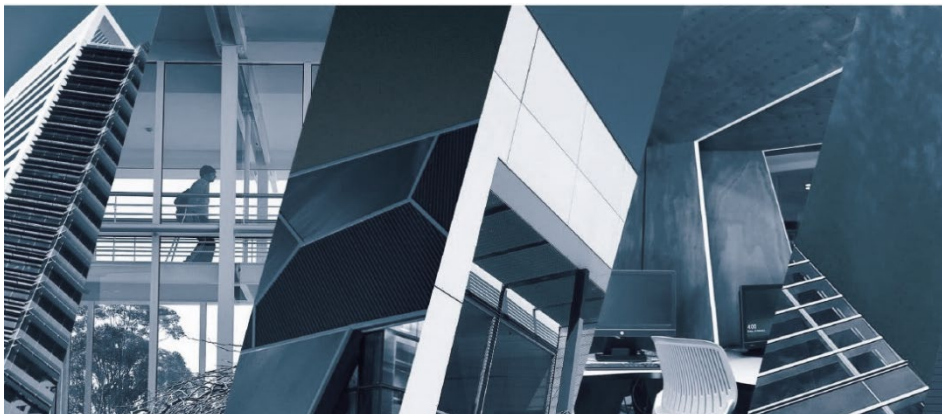


# Position Description



Position title:	Chef
School/Directorate/VCO:	Technology Park and Commercial Services
Campus:	Gippsland Campus. Travel between campuses may be required.
Classification:	Within the HEW Level 4 range
Time fraction:	Part-time (0.6)
Employment mode:	Continuing employment
Probationary period:	This appointment is offered subject to the successful completion of a probationary period.
Further information from:	Melanie Coffey, Manager, Commercial Services Telephone: (03) 5327 9848 Email: m.coffey@federation.edu.au
Recruitment number:	852028

## Position summary

Hospitality and Conferencing encompasses several Food Service operations across all University Campuses. These operations include Café, Retail, Function Catering and special event activities and are generally required between 7.00am and 7.00pm.

The Chef is responsible for the planning, preparation and production of food, its delivery and resale to customers. The position is required to assist across all areas of the Hospitality and Conferencing business. The position will be required to work collaboratively and provide support across the whole of the food and retail service businesses when required

Flexibility in working hours/days is required to meet the changing needs and demands of the Hospitality and Conferencing business. After hours and weekend work is a requirement of this position.

## Portfolio

The Commercial Services and Technology Parks Directorate provides unique and diverse value add services to our student, local and business communities.

Organisationally located within the Chief Operating Office, this Directorate has two key functions:

- Technology Park; and
- Commercial Services.

Our Technology Parks provide high quality commercial tenancies to local and international business who seek to partner with the University in research, workforce development and student programs.

Commercial Services encompasses residential accommodation, hospitality, retail and conferencing, sports and recreation facilities, children's centres, print services and several other commercial and complementary services. The Directorate delivers a wide range of services across all campuses of Federation University Australia. The focus of these services is to support customer experience as they interact with the University.

## Background

At Federation University, we are driven to make a real difference to the lives of every student, and to the communities we serve.

We are one of Australia's oldest universities, known today for our modern approach to teaching and learning. For 150 years, we have been reaching out to new communities, steadily building a generation of independent thinkers united in the knowledge that they are greater together.

Across our university and TAFE campuses in Ballarat, Berwick, Brisbane, Gippsland, and the Wimmera, we deliver world-class education and facilities. With the largest network of campuses across Victoria, as well as a growing Brisbane base, we are uniquely positioned to provide pathways from vocational education and skills training at Federation TAFE through to higher education.

To be successful at Federation University you must be willing to enthusiastically embrace the university's ambition as expressed in the 2021 - 2025 University Strategic Plan and share the University's values of:

**INCLUSION**, we celebrate our diversity, particularly valuing Aboriginal and Torres Strait Islander cultural heritage, knowledge and perspectives.

**INNOVATION**, we are agile and responsive to emerging opportunities.

**EXCELLENCE**, we act with integrity and take responsibility for achieving high standards.

**EMPOWERMENT**, we create a supportive environment to take informed risks in pursuit of success.

**COLLABORATION**, we establish genuine partnerships built on shared goals.

## Key responsibilities

1. Prepare food for sale in accordance with agreed menus and timeframes. Monitor stock levels and order stock as required to ensure appropriate quantities of food is on hand to fulfil advertised menus.
2. Perform regular cost analysis of all items for sale. Undertake annual reviews of menus and food for sale and monitor against budget forecasts.
3. Ensure that the food and food service areas are always clean and well presented.
4. Provide day-to-day supervision of catering and front of house staff and ensure all staff adhere to the Hospitality and Conferencing Cash Handling Process. Work collaboratively with other Chefs to ensure the smooth functioning of the kitchen and food service operations.
5. Ensure that appropriate staffing levels are maintained to meet the changing demands of the Hospitality and Conferencing business, including but not limited to:
  - a. working with the Catering Operations and Functions Supervisor to determine rosters;
  - b. ad hoc adjustments of staffing levels subject to business activity; and
  - c. monitoring staff breaks.
6. Assist the Catering Operations and Functions Supervisor and the Coordinator, Food and Catering Services with the efficient operation of all food and retail service operations by contributing to the ongoing improvement of the business.
7. Ensure Local, State, Federal, Food and Liquor requirements are always adhered to including:
  - d. Liquor licensing;
  - e. Food safety and Environmental Health; and
  - f. Occupational Health and Safety.

8. Actively participate in staff and OHS meetings.
9. Reflect and embed the University's strategic plan, and operational purpose, priorities, and goals.
10. Undertaking the responsibilities of the position adhering to:
  - the Staff Code of Conduct, Child Safe Code of Conduct, and Conflict of Interest Policy and Procedure;
  - Equal Opportunity and anti-discrimination legislation and requirements;
  - the requirements for the inclusion of people with disabilities in work and study;
  - Occupational Health and Safety (OH&S) legislation and requirements; and
  - Public Records Office of Victoria (PROV) legislation.

### **Level of supervision and responsibility**

The Chef reports to the Catering Operations and Functions Supervisor and also takes functional direction from the Coordinator, Commercial Services and Supervisor, Food and Catering Services. The Chef will be required to apply their industry skill and knowledge to a broad range of catering and retail activities across Hospitality and Conferencing section. The position is required to contribute to maintaining an efficient, cost-effective food service and retail operation and collaborative and cohesive work environment.

This position will also have direct supervision of all kitchen and front of house staff.

The Chef must ensure that key financial, workplace and customer services objectives are met at all times. This position requires the use of judgement in regards to responsible servicing of alcohol, investigation of discrepancies with cash register balances, dealing with suppliers and staff, the ordering of stock and adherence to local, State and Federal regulations. The position is required to assist with the service of alcohol at events, thus must ensure their Responsible Service of Alcohol certificate remains current.

The Chef is required to be available to work functions that are required outside normal operating hours and on occasion weekends.

### **Position and Organisational relationships**

The Chef reports and works under the general direction and guidance of the Catering Operations and Functions Supervisor. They will also take direction from the Coordinator, Commercial Services and Supervisor, Food and Catering Services when required.

The Chef is expected to develop positive working relationships with suppliers, University stakeholders, internal, external, retail and residential customers.

The Chef will also work collaboratively with staff from Commercial Services who will be able to provide administration support and assistance with marketing, promotion and Point of Sale information.

### **Key selection criteria**

Applicants must demonstrate they are able to undertake the inherent responsibilities of the position as contained in the position description and are able to meet the following key selection criteria:

#### **Training and qualifications**

1. Completion of:
  - a diploma level qualification with relevant work-related experience; or
  - a Certificate IV with relevant work experience; or
  - an equivalent combination of relevant experience and/or education/training.
2. Completion of a Trade Certificate in Cookery and Responsible Service of Alcohol (RSA) is required.
3. Current Drivers License with the ability to drive University vehicles.

#### **Experience, knowledge and attributes**

4. Demonstrated customer service, interpersonal and communication, including the ability to work with a diverse

range of internal and external stakeholders to ensure delivery of quality services.

5. Well developed organisational skills with the ability to anticipate and prioritise work demands and the proven ability to manage several tasks simultaneously
6. Demonstrated skills to supervise catering and front of house staff in a busy environment.
7. Demonstrated organisational and problem solving skills including judgement and initiative in dealing with diverse tasks and situations.
8. Demonstrated ability to develop and maintain constructive and positive working relations at all levels within Hospitality and Conferencing and it's staff.
9. Ability to establish and maintain effective working relationships within a team and the ability to work independently.
10. Demonstrated ability to plan, implement and deliver a high quality service to all stake holders.
11. Demonstrated working knowledge and application of the Child Safety Standards.
12. Demonstrated knowledge and application of appropriate behaviours when engaging with children, including children with a disability and from culturally and/or linguistically diverse backgrounds.

***The University reserves the right to invite applications and to make no appointment.***

*It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.*