POSITION DESCRIPTION

Position Title: Commis Chef
Organisation Unit: Customs House
Position Number: 3020510
Type of Employment: Full Time Fixed Term
Classification: Cook Grade 3

THE UNIVERSITY OF QUEENSLAND

The University of Queensland (UQ) contributes positively to society by engaging in the creation, preservation, transfer and application of knowledge. UQ helps shape the future by bringing together and developing leaders in their fields to inspire the next generation and to advance ideas that benefit the world. UQ strives for the personal and professional success of its students, staff and alumni. For more than a century, we have educated and worked with outstanding people to deliver knowledge leadership for a better world.

UQ ranks in the world’s top universities, as measured by several key independent ranking, including the Performance Ranking of Scientific Papers for World Universities (45), the US News Best Global Universities Rankings (52), QS World University Rankings (51), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (60). UQ again topped the nation in the prestigious Nature Index; and secured a greater share of Australian Research Council grants in 2016 ($24.5 million) than any other university nationally.

UQ has an outstanding reputation for the quality of its teachers, its educational programs and employment outcomes for its students. Our students remain at the heart of what we do. The UQ experience – the UQ Advantage – is distinguished by a research enriched curriculum, international collaborations, industry engagement and opportunities that nurture and develop future leaders. UQ has a strong focus on teaching excellence, winning more national teaching excellence awards than any other in the country and attracting the majority of Queensland’s highest academic achievers, as well as top interstate and overseas students.

UQ is one of Australia’s Group of Eight, a charter member of edX and a founding member of Universitas 21, an international consortium of leading research-intensive universities.

Our 50,000-plus strong student community includes more than 13,000 postgraduate scholars and more than 12,000 international students from 144 countries, adding to its proud 230,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.7 billion annual operating budget. Its major campuses are at St Lucia, Gatton and Herston, in addition to teaching and research sites around Queensland and Brisbane city. The University has six Faculties and four University-level Institutes. The Institutes, funded by government and industry grants, philanthropy and commercialisation activities, have built scale and focus in research areas in neuroscience, biomolecular and biomedical sciences, sustainable minerals, bioengineering and nanotechnology, as well as social science research.
UQ has an outstanding track-record in commercialisation of our innovation with major technologies employed across the globe and integral to gross product sales of $11billion+ (see http://uniquest.com.au/our-track-record).

UQ has a rapidly growing record of attracting philanthropic support for its activities and will have further success in this area as an important strategic aim going forward.

Organisational Environment

The award winning Customs House is located at 399 Queen Street in the central business district of Brisbane, and occupying a magnificent site overlooking the Brisbane River, is owned and operated by The University of Queensland as its downtown premier restaurant, function and cultural facility. Customs House is a 7-day a week operation but is closed on public holidays, Easter, and over Christmas.

Facilities at Customs House include a licensed restaurant, a range of superior function rooms catering from 6 to 300 guests. Customs House is also the venue for UQ School of Music free concerts – Sundays at Customs House Series. Further information about Customs House is available on the web at www.customshouse.com.au.

The University of Queensland Hospitality Staff Agreement – Customs House outlines the position classification.

Information for Prospective Staff

Information about life at UQ including staff benefits, relocation and UQ campuses is available at - http://www.uq.edu.au/current-staff/working-at-uq

DUTY STATEMENT

Primary Purpose of Position

Production of a la carte and banquet food as directed by the executive Chef and Junior Sous Chef as well as general kitchen duties.

Duties

Duties and responsibilities include, but are not limited to:

- Production of all foods with in Customs House food licence
- Maintenance of high standards of food output
- Assist in the training and supervision of kitchen hands
- Informing the chef in charge of stock requirements
- Following all requirements in maintaining the Food Safety Plan
- General kitchen duties:
  - Receiving of goods, storage and stock rotation
  - Assistance with stock take
  - Adherence to recipes
  - Maintenance of Hygienic and tidy work area
  - Responsible use of all kitchen equipment
- Recording of cold rooms and fridge temperatures
- Recording of temperatures of incoming stock where required
- Maintenance of mis en place for restaurant and function
- Advise senior Chef of any maintenance issues or equipment problems

**Other**

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:

- the [University's Code of Conduct](#)

- requirements of the Queensland occupational health and safety (OH&S) legislation and related [OH&S responsibilities and procedures](#) developed by the University or Institute/School

- the adoption sustainable practices in all work activities and compliance with associated legislation and related University sustainability responsibilities and procedures

- requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related responsibilities and procedures developed by the University

**Organisational Relationships**

The position reports to the Executive Chef, Customs House

**SELECTION CRITERIA**

**Knowledge and skills**

- Production of a la carte and banquet food both cold and hot sections
- Good knowledge of all kitchen procedures and operations
- A genuine interest in a knowledge of contemporary and traditional cooking styles and methods as well as modern food trends
- High Level of organisational and time management skills
- Well-developed communication and interpersonal skills
- Ability to work under pressure – autonomously and as part of team
- Knowledge of workplace, health and safety procedure in the kitchen
- Knowledge of HACCP and BCC procedures in regards to food, health and safety

**Desirable**

Three years’ experience in Commis Chef Role
Personal Qualities

- A positive attitude and customer driven focus
- Strong work ethic
- High standard and personal cleanliness
- A commitment to excellence of product and service
- Team player

The University of Queensland values diversity and inclusion.

Applications are particularly encouraged from Aboriginal and Torres Strait Islander peoples. For further information please contact our Australian Indigenous Employment Coordinator at: atsi_recruitment@uq.edu.au

Applications are also encouraged from women.