POSITION DESCRIPTION

Position Title: Commis Chef
Organisation Unit: Customs House
Position Number: 3050510
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 CWTS Leiden Ranking (32), the Performance Ranking of Scientific Papers for World Universities (43), the US News Best Global Universities Rankings (42), QS World University Rankings (48), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (69). Excluding the award component, UQ is now ranked 45th in the world in the ARWU, and is one of the only two Australian universities to be included in the global top 50.

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 52,000-plus strong student community includes more than 16,400 postgraduate scholars and more than 15,400 international students from 135 countries, adding to its proud 250,000-plus alumni. The University has more than 6,600 academic and professional staff (full-time equivalent) and a $1.75 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 this will be a strategic focus going forward.

Organisational Environment

The historic Customs House located on the river at 399 Queen Street in Brisbane’s CBD is a UQ’s premier downtown restaurant, function and cultural facility. Customs House operates The Daily Coffee Co. at The University of Queensland’s Brisbane City Campus at 293 Queen Street. Customs House also provides outside catering in the CBD. The Restaurant provides inside dining in heritage surroundings as well as outside dining overlooking the river and the Story Bridge. The Clients include high profile university, government and corporate clients as well as private clients and visitors to Brisbane.

Information about Customs House may be accessed at http://www.customshouse.com.au

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:

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- 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 of 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 and actively encourages applications from those who bring diversity to the University. Please refer to the University’s Diversity and Inclusion webpage (http://www.uq.edu.au/equity) for further information and points of contact if you require additional support.

Accessibility requirements and/or adjustments can be directed to central-hr-advisory@uq.edu.au