

Employee #

Job description

Job title	Chef	Site name	INSERT SITE NAME
Employee name	INSERT NAME	Business sector	INSERT SECTOR
Responsible to	INSERT NAME or TITLE	Work level	In-unit level

Overall purpose of the role

Employed to prepare, cook and serve good quality food for customers, residents or clients, in conjunction with the contractual requirements of the unit. Must ensure that all tasks associated with food production are performed with due regard for food safety regulations and adherence to our safety culture behaviours.

Role duties and requirements

Apply basic communication skills

- Follow routine instructions
- May be required to draft simple correspondence
- Receive and relay information

Apply catering control principles

- Carry out catering control procedures (portion control, stock control, food storage)
- Identify procedures for reducing wastage during ordering, storage and processing of food
- Minimise waste by recycling

Clean and maintain kitchen premises

- Ensure equipment is cleaned, sanitised and stored appropriately
- Ensure floors are swept and mopped
- Ensure Kitchen areas have adequate supplies to maintain standards during service
- Ensure kitchen floors are swept, mopped or vacuumed after service
- Handle waste and linen

Develop and update industry knowledge

- Seek internal training opportunities appropriate for position as agreed with manager
- Update skills, knowledge and qualifications and licenses to maintain a high level of competence

Maintain consumer satisfaction

- Ensure that personal hygiene and presentation standards are maintained
- Gather consumer feedback and pass the information on to management
- Strive to exceed consumer expectations

Prepare, cook and present food

- Assemble and prepare ingredients
- Complete end of service requirements
- Cook and serve menu items for food service
- Establish and maintain quality control
- Portion and plate food
- Prepare dairy, dry goods, fruit and vegetables
- Prepare meat, seafood and poultry

Receive and store kitchen supplies

- Receive delivery of supplies
- Ensure supplies are stored correctly
- Rotate and maintain supplies
- Notify Manager when more supplies are needed

Work with colleagues and customers

- Communicate effectively in the workplace
- Maintain personal presentation standards
- Work effectively in a team

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Plan the catering for an event or function

- Identify overall event objectives and scope
- Prepare the catering concept for an event or function
- Prepare and implement an operational plan for the catering of an event or function

Develop menus to meet special dietary and cultural needs

- Develop menus and meal plans to meet dietary and cultural requirements
- Evaluate meals and menus
- Identify the dietary and cultural requirements of customers

Plan, prepare and display a buffet

Take responsibility for ordering and stock control

Coach others in their job skills

- Coach colleagues on the job
- Follow up on progress
- Prepare for on-the-job coaching

May be required to work night shift (overnight)

Follow company policies and procedures

Perform other duties within his/her capabilities as required by supervisor or manager

Health and safety responsibilities

Follow Compass health and safety and security procedures

- Adhere to health, safety and security procedures
- Assist management in promoting and maintaining HSEQ activities
- Ensure personal protective equipment (PPE) is worn where required
- Identify and report all hazards
- Maintain safe personal presentation standards
- Provide feedback on health safety and security
- Report all incidents immediately

Follow safe manual handling practices

Follow safe food handling procedures

- Adhere to hygiene procedures
- Adhere to the site food safety plan
- Compliance with the temperature monitoring and corrective action progress
- Compliance with the cleaning schedules

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Comply with infection control policies and procedures in a Healthcare environment

- Clean and disinfect equipment and surfaces
- Collect, handle, store and manage clinical and other waste in accordance with organisational guidelines and waste management plans
- Identify and respond to infection risks
- Maintain hygiene
- **(Please add site specific responsibilities here)**

Adhere to our safety culture by

- Being mindful
- Following rules
- Getting involved
- Speaking out

This will be achieved by personally demonstrating the **everyone** behaviours detailed in the Compass Group our safety culture framework document.

Health and safety documents

- Compass health, safety and environment policies
- Employee health, safety and environment (HSE) handbook
- Food safety plan
- Job safety and environmental analysis (JSEA)
- Manual handling procedures
- Opportunity for improvement (OFI)
- Pictorial work instruction (PWI)
- Relevant inspection forms
- Safety data sheet (SDS)
- Safety management plan
- Safe work service procedure (SWSP)
- **(Please add site safety specific documents here)**

Skills and experience

Essential

- Certificate III Commercial Cookery
- Ability to work under pressure while maintaining a positive outlook and professional manner
- Flexible approach and attitude
- Good communication skills
- Hard working
- Physically fit and reliable
- Previous experience Cooking in a similar environment
- Team player and able to work autonomously

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- Police clearance
- Working with children clearance
- **(Add one or more items here)**

Desirable

- A good understanding of operating a catering operation within strict budgetary constraints
- Experience in leading and mentoring teams
- Previous menu and nutrition planning
- Prior food hygiene training and/or accreditation
- Prior OH&S training and/or accreditation
- Training in correct lifting techniques
- **Add one or more items here**



Learning and development requirements

- Behavioural observations
- Compass corporate orientation
- Food safety training program (I'm alert)
- Incident reporting
- Job safety and environmental analysis (JSEA)
- Managing hazards
- Relevant toolbox topics

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- Food safety for supervisors
- OH&S for safety representatives
- **(Add one or more items here)**

Award/agreement classification

Please consult the People Team.

Hospitality Industry General Award (HIG)

Base classification

Level 4 Cook (Tradesperson) Grade 3

Higher classifications

Employees required to perform one or more of the following duties are classified as

Level 5 Cook (Tradesperson) Grade 4 (tick if applicable)

- Supervision of cooks and other kitchen employees
- Training/coaching of cooks and other kitchen employees

Level 6 Cook (Tradesperson) Grade 5

- Full responsibility for ordering and stock control
- Full responsibility for leading and managing a team of staff in a single kitchen establishment

Note for most Level 6 Chefs, a Sous Chef or Head Chef position description would apply instead

This role profile is a guide to the work you will initially be required to undertake. It may be changed from time to time to incorporate changing circumstances, and you may be required to be flexible and perform other duties as required by your manager. It does not form part of your contract of employment.

Employee declaration

I have read and understood my position description.

Signature: _____ Date: _____