



## Position Description – Kitchen Steward

### About Arts Centre Melbourne

Situated in the heart of Melbourne's cultural precinct, the Arts Centre Melbourne presents world-class performing arts in a year round exciting program. Experience Australia's best performing arts companies and exceptional international productions, alongside celebrations of comedy, cabaret and popular music.

Our values describe behaviours we will demonstrate in our interactions with Visitors, Presenters, Government and each other: Leadership, Creativity, Inspiration, Inclusivity, Integrity.

### About the Business Unit

The Food and Beverage team sits within the Operations Pillar and is responsible for the service and delivery of all food and beverage related activity in Arts Centre Melbourne including the Theatres building, Hamer Hall and Sidney Myer Music Bowl.

The Business Unit is focused on delivering exceptional customer service and innovative cuisine across all venues and function spaces in keeping with Arts Centre Melbourne standards

### About the Position

<b>Primary Purpose</b>	The primary purpose of this role is to work with the Culinary Centre Chefs to assist in achieving optimum results in relation to culinary delivery.
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<b>Reports to</b>	Executive Chef
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<b>Direct Reports</b>	None
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<b>Key Relationships</b>	<b>Internal</b>
	Chefs / Food and Beverage team
	<b>External</b>
	N/A

<b>Position Type</b>	Casual
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<b>Salary Classification</b>	Band 1.0.1
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<b>Financial Delegation</b>	As per Financial Delegation Policy
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### Key Criteria

Qualifications	None
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Experience	<p><b>Essential</b></p> <p>Experience in a similar role within a dynamic environment</p> <p>Ability to adapt to a changing and high paced environment</p> <p>Understanding of Food Safety</p> <p><b>Desirable</b></p> <p>Creative and lateral thinking to assist in the tidiness of the kitchen</p>
Other (ie legal or physical)	Walking and using stairs, standing for extended periods, manual handling/lifting

<b>Accountabilities</b>
<ul style="list-style-type: none"> <li>• Work with the Culinary team in conjunctions with the culinarian chefs</li> <li>• Able to keep kitchen operation tidy and organised</li> <li>• Able to work on commercial dishwashers</li> <li>• Have basic understanding of waste control</li> <li>• Being able to work independently</li> <li>• Able to take orders and follow instructions</li> <li>• Able to work late and/ or early in the day, 7 days a week</li> <li>• Good understanding of food safety and occupational health and safety</li> <li>• As directed by the Culinary Team, ensure all food safety procedures are followed and paperwork is completed</li> <li>• Identify risks in the workplace and implement reporting procedures with a focus towards OHS improvements in safer work practice</li> </ul>