



Commis Chef

Position Description

The Business Unit

Arts Centre Melbourne’s Kitchen Brigade is responsible for the food delivery within Arts Centre Melbourne which contributes as a major driver of revenue.

The kitchen delivers culinary on a multi-platform stage, catering for the culinary novice, the theatre going-crowds, world stage performers and a vast array of local and international dignitaries.

The Role

The primary purpose of the Commis Chef is to assist and support the Chefs and Brigade Tournant drive operational performance of Arts Centre Melbourne’s kitchen in line with the overall Food & beverage strategy, generating revenue growth and achieving increase customer satisfaction.

The Commis Chef will administer their knowledge in Food Safety and Occupation Health and Safety to oversee and contribute towards daily food operations.

The Chef must have knowledge of principal cooking and production from basic salads to sauces and soups, as well as knowledge in food presentations and making of al la carte or function food.

Leads, motivates and inspires a high performing Customer Innovation team to deliver on Arts Centre Melbourne’s strategic goals and functional tasks.

Type	Full Time / Part Time / Variable Time / Casual
Reports to	Executive Chef working closely with Chef in charge of kitchen section and Sous Chefs and Brigade Tournant
Direct Reports	
Salary/Hourly Rate	ACM Enterprise Agreement 2022 Band 1.2
Key Relationships	<i>Internal:</i> List Kitchen team, Food & Beverage team <i>External:</i> List Suppliers
Delegation	Financial and people delegations as per current policy.
Location	Arts Centre Melbourne premises (subject to potential relocation)
Other	Customer Experience Employee under the ACM Enterprise Agreement 2022 Satisfactory completion of a National Police Check required You will hold valid working rights in Australia (subject to verification)
Last Reviewed	March 2025

KEY CRITERIA

Your capabilities

- **Change Agility** – you work well in an environment characterised by high levels of change: adapting, learning and applying skills quickly.
- **Sustainable Creative Practice** – you create and choose from a number of strategic options and make decisions to deliver the most impactful strategic outcome.
- **Collaboration** – you work with others to achieve outcomes – involving the right skill, perspectives, abilities and expertise.
- **Accountability** – you achieve required goals and outcomes both personally and for the organisation.
- **Coaching** – you continuously develop yourself and others.
- **Being Inclusive** – you act in a way that is inclusive and provides an environment of access and equity

Your qualifications and experience

- Certificate III in Commercial Cookery Food Safety Handling Certificate
- Proven ability to work in a high pressure and fast-paced environment
- Demonstrated experience in a similar environment i.e. hotel
- Knowledge of food costing/budgeting and cost control
- Good food knowledge for a la carte, function
- Good knowledge of cooking under pressure and work within the team
- Excellent verbal and written communication skills with an enthusiastic approach to training and developing team members
- Demonstrate passion for creating high standards of excellence in food preparation and presentation
- Good team worker
- Able to multitask
- Work in team environment and may require to do some work outside the kitchen section area, such as plate up , sandwich or al la carte or function prep .

Your skills and attributes

- **Mandatory:** Proven experience with and understanding of current technology, operating systems and applications; and the demonstrated ability to learn and apply new technology and systems, including upgrades and changes, within a reasonable timeframe.

In the role you will

Accountabilities:

- Create new innovative food offerings, maintain cuisine concepts and consistent standards of excellence for food preparation and presentation
- Actively contribute to culinary creativity and menu planning
- Consistently deliver high quality food within tight timeframes
- Foster effective communication and cooperation amongst team members
- Coach, counsel and monitor team performance in line with established guidelines and procedures in conjunction with the Sous Chef or Brigade Tournant when required
- As directed by the Sous Chefs or Executive Chef ensure all food safety procedures are followed and paperwork is completed within a timely manner
- Comply with OH&S requirements and all Arts Centre Melbourne policies, procedures and guidelines
- Demonstrated knowledge managing cost of goods within the kitchen through careful management of purchases, minimal wastage and effective stock rotation
- Able to work in various food areas, a la carte, function events, café and bars

Decision making:

- The incumbent will perform their duties as directed and within given guidelines.
- May occasional working unsupervised, is expected to operate with a level of autonomy.

Working environment/physical requirements:

- Arts Centre Melbourne is a multi-level food operation and requires the incumbent to navigate between food & beverage outlets
- Be required to undertake the tasks and requirements detailed in the relevant job task analysis.
- Undertake general office work.
- Potentially work in an underground office environment.
- Be required to be on site/attend events outside work hours from time to time.
- Work hours in accordance with your employment type and the ACM Enterprise Agreement 2022.

You demonstrate our values

- **Leadership**
- **Creativity**
- **Accountability**
- **Equity and Inclusion**