

Kitchen Steward

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 Kitchen Steward is to support the Chief Steward in carrying out general cleaning duties. This is to assist the Kitchen to deliver quality cuisines.

The job requires the Kitchen Steward to consistently follow instructions, have great communication skills, be clean and organised, be punctual and be able to work under pressure.

You will need basic computer and phone knowledge to complete food safety and OHS forms as well as a daily check lists. You must follow these OHS requirements at all times and able to work with cleaning products and chemicals.

Type	Casual
Reports to	Chief Steward, Senior Chefs
Direct Reports	N/A
Salary/Hourly Rate	ACM Enterprise Agreement 2022 Band 1.0.01
Key Relationships	<i>Internal:</i> Kitchen team, Food & Beverage team <i>External:</i> N/A
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) You will hold a current Working With Children Check
Last Reviewed	April 2022

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

Previous experience in hospitality or cleaning industries.

Your skills and attributes

- The ability to work in a high pressure and fast-paced environment
- Demonstrated experience in a similar environment i.e. hotels, restaurants, etc.
- Knowledge of OHS procedures
- Good verbal and written communication skills with an enthusiastic approach to training and developing
- Demonstrate passion for the hospitality industry
- Able to work in a team
- Able to work independently
- Good time management skills

In the role you will

Accountabilities:

- Contribute to a kitchen environment with new innovative food offerings, maintaining cuisine concepts and consistent standards of excellence for food preparation, presentation and site cleanliness.
- Actively contribute clean working environment
- Consistently deliver high quality food within tight timeframes
- Foster effective communication and cooperation amongst team members
- Able to work in various food areas, a la carte, function events, café and bars

Decision making:

- Operate under the instruction of the Chief Steward
- Provide and receive guidance and support from the Chief Steward in decision making to achieve the accountabilities.
- Operate autonomously, make decisions and resolve issues to achieve the accountabilities where appropriate.

Working environment/physical requirements:

- Be required to undertake the tasks and requirements detailed in the relevant job task analysis.
- Potentially work in an underground 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.
- May be required to work weekends/evenings.

You demonstrate our values

- **Leadership** – courage and conviction.
- **Creativity** – a boundless imagination.
- **Care More** – a place for everybody.
- **Community** – working together.
- **Equity** – fairness & justice.