

## CHEF DE PARTIE

### 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 Chef de Partie is to assist and support the Sous 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 Chef de Partie will administer their knowledge in Food Safety and Occupation Health and Safety to oversee and contribute towards daily food operations.

<b>Type</b>	Full Time, Fixed Term
<b>Reports to</b>	Executive Chef, working closely with Sous Chef and Brigade Tournant
<b>Direct Reports</b>	N/A
<b>Salary/Hourly Rate</b>	ACM Enterprise Agreement 2018 Band 2.1
<b>Key Relationships</b>	<i>Internal:</i> Kitchen team; Food and Beverage team. <i>External:</i> Suppliers
<b>Delegation</b>	Financial and people delegations as per current policy.
<b>Location</b>	Arts Centre Melbourne premises (subject to potential relocation)
<b>Other</b>	Food and Beverage Employee under the ACM Enterprise Agreement 2018 Satisfactory completion of a National Police Check required You will hold valid working rights in Australia (subject to verification)
<b>Last Reviewed</b>	September 2019

## 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

## Your skills and attributes

- 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
- 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

## 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
- Experience in managing commercial kitchen brigades in a large to medium food operation
- Arts Centre Melbourne is a multi-level food operation and requires the incumbent to navigate between food & beverage outlets

### Decision making:

- The incumbent will perform their duties as directed and within given guidelines
- Whilst working unsupervised the Chef de Partie is expected to operate with a level of autonomy.

### Systems:

- N/A

### Working environment/physical requirements:

- Work hours in accordance with your employment type and the ACM Enterprise Agreement 2018.
- Flexibility to work weekends, public holidays, late nights and early shifts

## You demonstrate our values

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