



Position Description

Award	Port Arthur Historic Site Management Authority Award
Classification	General Stream Band 3 - Rostered Day Worker
Position Title	Chef
Employment Status	Permanent, part-time
Hours of work per week	FTE-0.5
Division	Tourism Operations
Position Reports to	Food and Beverage Manager
Location	Port Arthur (Head Office) and Hobart, Tasmania Flexible work arrangements will be considered, if appropriate and possible.

It is strongly recommended when applying for positions with the Port Arthur Historic Site Management Authority (PAHSMA) that the Position Description is read in conjunction with the Information for Applicants document.

Position Overview

Our chefs assist the Food & Beverage Team to facilitate the efficient and effective delivery of high-quality food across a range of catering venues, including 1830 *Restaurant & Bar*, cafes and function catering for the Port Arthur Historic Site.

Key Deliverables (Statement of Duties)

- Provide and maintain high quality trade work associated with onsite catering and the production and presentation of high-quality food in the Port Arthur Historic Site's Food & Beverage outlets including contribution to the design and costing of menus.
- Ensure quantities of stock and consumable supplies are maintained, properly stored and accounted for and that daily reconciliations occur during shift.
- Participate in the ongoing improvement of the Food & Beverage outlets by delivering excellent customer service.
- Provide assistance, direction and on-the-job training to work-placement students and apprentices.
- Contribute to a safe and healthy work environment and advise the Head Chef promptly of any potential hazard in the workplace.
- Undertake other tasks and duties as directed by the Food and Beverage Manager.

Level of Responsibility

- The Chef is responsible for following general instructions and to use initiative to coordinate the preparation and presentation of food within the Food & Beverage outlets at the Port Arthur Historic Site. The incumbent is responsible for maintaining the high-quality product that is required by the Authority and adhering to food safety standards.
- The incumbent is responsible for attendance to duties in a cooperative and professional manner, participation in regular team meetings and maintenance of a cohesive team structure, compliance with PAHSMA's policies and procedures and for showing diligence in punctuality and attendance. Regular liaison is required with other team members, internal and external stakeholders and the incumbent is expected to be courteous and well presented at all times. The incumbent is also responsible for appropriate use of tools, equipment, and resources.
- The incumbent has a responsibility to demonstrate willingness to participate in staff development activities and to continue to update knowledge and skills associated with their employment at PAHSMA.
- Positions at this level involve the following Work Health & Safety responsibilities:
- Comply with all WH&S and PAHSMA policies and procedures.
- Maintain standards of hygiene for food and beverage handling and presentation as prescribed by Municipal Council and HACCP regulations.
- Report and document all accidents/incidents.
- Awareness of procedures in PAHSMA's Emergency Management Plan

Direction / supervision received:

The Chef reports to the Food and Beverage Manager and is expected to work under general direction and general supervision based on established procedures and practices using initiative and exercising discretion in solving non-standard issues. The incumbent is expected to exercise independent judgement in the practices, methods, and standards to be applied, and the planning and timing required to complete multiple, complex, diverse tasks.

The incumbent is empowered to take any action necessary to provide outstanding customer service and resolve customer complaints within the guidelines set by the F&B Manager and the Commercial Manager Tourism.

Capabilities & Attributes (Selection Criteria)

1. Demonstrated ability to run an effective and efficient commercial kitchen operation and to deliver high quality food to patrons.
2. Well-developed interpersonal communication skills, including the capacity to liaise effectively with people at all levels in the provision of advice and assistance.
3. Demonstrated ability to work independently or as a member of a team while exercising initiative, judgement, discretion, and sensitivity, and embracing change as an opportunity to constantly improve.
4. Proven ability to be an effective team player, supporting your colleagues to deliver excellent outcomes in often high-pressure situations.
5. Ability to review and evaluate practices and standards in a commercial kitchen setting.
6. Experience in applying quality control techniques in the areas of stock control, food safety, wastage, and financial transactions.
7. Demonstrated organisational skills with the ability to increase workflow to meet the demands of peak periods without affecting quality and to prioritise work to meet deadlines.

Desirable Requirement

- Certificate III in Commercial Cookery or equivalent

Working in our team

The Food & Beverage operation is a key part of our onsite visitor experience and our tourism operations which are critical to PAHSMA's ability to conserve, create and share our extraordinary Australian convict places, experiences and stories, and enrich the lives of our communities by providing cultural, social, environmental and economic benefit.

Our people are exceptional in sharing, caring for and running our sites, and our chefs take pride in what they do and how they do it. Our chefs value expertise, collaboration, partnership, creativity and a shared objective to being world class. Our chefs are constantly striving to improve and innovate our food offering, drawing inspiration from our amazing local produce.

Working at PAHSMA

About Us

[Port Arthur Historic Site Management Authority \(PAHSMA\)](#) is responsible for the conservation and development of visitor experiences at three of the eleven sites which make up the UNESCO Australian Convict Sites World Heritage Property inscribed in 2010.

The [Port Arthur Historic Sites](#) are important places of outstanding heritage value at local, state national and international level. They form part of the Australian Convict Sites World Heritage Property and are major Tasmanian tourist attractions, which receive visitors from all walks of life and all parts of the world.

Our three sites are located in southern Tasmania

- Port Arthur Historic Site
- Coal Mines Historic Site, Saltwater River
- Cascades Female Factory, Hobart

The sites tell unique aspects of the global story of forced migration of convicts by the British Empire. They help Australians and international visitors to understand the history of Australia – from the ongoing custodianship of the Palawa people before, during and after invasion, through the colonial period and convictism to the terrible events of 1996 that occurred at Port Arthur.

Our sites are important places for our communities to talk about and understand our complex history and build a better understanding for the future. They are places of history, learning and conversation – and they belong to the people of lutruwita/Tasmania, Australia and the world.

We are known as experts in conserving our heritage and convict history – and we share this deep knowledge with visitors and the world.

Read our [2023-28 Strategic Plan](#) to find out more.

Our Expectations

PAHSMA People must meet high standards of behaviour and conduct and align with the organisation's requirements and expectations, including but not limited to those outlined in this PD.

PAHSMA does not tolerate discrimination, harassment, sexual harassment, bullying or victimisation in the workplace or toward colleagues anywhere at any time. We have a culture of zero tolerance towards violence, including any form of family violence. We will take an active role to support employees and their families by providing a workplace environment that promotes their safety and provides the flexibility to support employees to live free from violence.

PAHSMA expects everyone to:

- understand and comply with all policies, procedures, standards and reasonable directions including in relation to the *Port Arthur Historic Site Management Authority Award*, the *Port Arthur Historic Site Management Authority Act 1987*, and our Emergency Management Plan;
- take reasonable care to protect the safety, health and welfare of self and others in the workplace including by adhering to occupational health and safety legislation and requirements including but not limited to: exercise reasonable care in the performance of duties; comply with all Work Health & Safety (WHS) policies, procedures and requirements; report and document all accidents/incidents; and, be aware of procedures in the Emergency Management Plan;
- model a high standard of ethical and respectful behaviours and attitudes consistent with PAHSMA Values and Tasmanian State Services Principles and Code of Conduct, PAHSMA policies and expected professional standards; and contribute towards a positive and result focussed workplace culture and visitor experience;
- support diversity and inclusion and uphold the principles of fair and equitable access to employment, promotion, personal development, and training;
- participate actively and constructively in performance management and professional development activities; and be agile, resilient and willing to take on new activities as needs, jobs and workplaces evolve.
- ensure the Sites are presented to the highest standard, to support the protection of the heritage fabric of the sites against vandalism or damage.

Our Values



Unity

We work as one to achieve PAHSMA's Vision and Purpose



People Matter

We acknowledge and show respect to our people – past, present and future



Accountability

We hold ourselves, and each other, accountable for our actions and behaviours



Passion & Pride

We are committed to being world class

*Port Arthur Historic Site Management Authority recognises the deep history and culture of lutruwita/Tasmania.
We acknowledge the Palawa people, the traditional owners of the Land upon which we work.
We acknowledge and pay our respects to all Aboriginal Communities – all of whom have survived invasion and dispossession and continue to maintain their identity and culture.*

Endorsed by Head of People & Culture		Approval by CEO	
Steve McLean		Will Flamsteed	
Date:	18/09/2024	Date	18/09/2024

Version Control			
Position Number/s	Date of original version	Version Number	Date of this version
		03	18/09/2024

General inquiries	Email recruitment@portarthur.org.au or visit portarthur.org.au
--------------------------	--