



## Position Description

<b>Award</b>	Port Arthur Historic Site Management Authority Award
<b>Classification</b>	General Stream Band 2 - Rostered Day Worker
<b>Position Title</b>	<b>Cook</b>
<b>Employment Status</b>	Permanent part-time
<b>Hours of work per week</b>	30.4 hours per fortnight
<b>Division</b>	Tourism Operations
<b>Position Reports to</b>	Food and Beverage Manager
<b>Location</b>	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

Preparation of meals, food and beverage items in accordance with established procedures or as directed by Senior Chefs.

The role of Cook undertakes all duties necessary to ensure that food is handled, prepared and presented to the specified requirements of the Port Arthur Historic Site Management Authority.

#### Key Deliverables (Statement of Duties)

Work is performed under general direction to achieve the required outcomes. Within the scope of the role, flexibility, innovation and initiative are expected in providing alternative solutions to operational issues and challenges.

- General cookery, preparation, and presentation to a high standard of food and beverage items
- Follow determined back of house operations while ensuring a high standard of product presentation.
- Strong front of house presence including communication with visitors and employees when required whilst modeling excellent customer service to other kitchen staff.
- Maintain a high standard of cleanliness of work venue, equipment, and tools.
- Ensure all Food Safety Standards are adhered to at all times.
- Understand and portray PAHSMA's core values and ethics.
- Communicate efficiently and clearly with all team members in a harmonious way.
- Understand and comply with PAHSMA's Work Health and Safety processes.

- Participate and contribute to interdepartmental needs as required by your direct manager.

Duties should be reviewed and updated periodically to reflect changes in the role and to align with priorities.

### **Capabilities & Attributes (Selection Criteria)**

1. Understanding of commercial cookery practices and experience working in a commercial kitchen.
2. A passion for quality food and customer experience with strong attention to detail.
3. Effective communication and interpersonal skills with a friendly and approachable demeanor.
4. Great organisation skills including the ability to work unsupervised and to manage own workload in a busy and fast-paced environment.
5. Demonstrated understanding of and compliance with safe working conditions, food storage, and correct food handling techniques and standards.
6. Forms healthy working relationships with all levels of staff and provides assistance and cooperation when needed

### **Essential Requirements**

- None

### **Desirable Requirements**

- Certificate II in Hospitality (Kitchen Operations)
- Food Handlers Certificate (SITXFSA005)
- Certificate II in Commercial Cookery

### **Working in our team**

As a rostered day worker (RDW) you will be required to work some of your shift in the evenings and on weekends as rostered.

As part of our Food and Beverage team you will experience our dynamic and passionate principles of hospitality, in a range of outlets and service styles. You will have the opportunity to connect with local producers and showcase the best of Tasmania whilst working in well maintained and professional venues.

Port Arthur Historic Site is recognised as a UNESCO World Heritage Convict Site that is also one of Tasmania's largest and most popular tourism attractions. The site attracts more than 330,000 visitors annually, with each visitor spending an average of 3.5 hours on site. There are a variety of permanent food and beverage outlets on site that include a restaurant and two cafes. In addition, a food van operates on high visitation days in summer, there are regular group catering bookings for school and tour groups as well picnic packages. As a senior member of the Food & Beverage team, the position of Cook will be required to work across all outlets and forms of Food & Beverage service.

### **Assessing candidates**

The position overview and deliverables, capabilities and attributes outline the key skills, knowledge, experience, behaviours and attitudes required to successfully fulfil the responsibilities, duties and expectations of the position. They also provide a measure against which candidates will be evaluated throughout the selection and appointment process and enable PAHSMA to assess the overall and comparative suitability of candidates.

## **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	
Date:		Date	

Version Control			
Position Number/s	Date of original version	Version Number	Date of this version

**General inquiries**      Email [recruitment@portarthur.org.au](mailto:recruitment@portarthur.org.au) or visit [portarthur.org.au](http://portarthur.org.au)