



# ARTS AND CULTURE TRUST

## JOB DESCRIPTION FORM

### POSITION DETAILS

<b>Position Title</b>	Chef de Partie
<b>Position Number</b>	13544
<b>Classification Level</b>	Level 5
<b>Award/Agreement</b>	<i>Restaurant, Tearoom and Catering Workers' Award, or any other prevailing industrial instruments</i>
<b>Division</b>	Venue Operations
<b>Branch/Section</b>	Hospitality (AEC)
<b>Physical Location</b>	Arts and Culture Trust Venues Albany
<b>Effective Date</b>	20/03/2024
<b>Employment Type</b>	Casual
<b>Employment Status</b>	Part time

### REPORTING RELATIONSHIPS

#### POSITION REPORTS TO

Head Chef	13543
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#### POSITIONS REPORTING TO THIS POSITION

Casual Kitchen Staff	Casuals	Level
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### PURPOSE OF THE POSITION

The primary purpose of the Chef de Partie is the preparation and production of superior food services for the Albany Entertainment Centre. This is inclusive of functions, View restaurant and event requirements, whilst maintaining high levels of customer satisfaction.

## DUTIES OF THE POSITION

This section outlines the essential results and outcomes required of an individual in this position.

1. Maintains high standards of food service whilst ensuring maximum staff utilisation and cooperation.
2. Implements stock rotation procedures.
3. Responsible for the operation of kitchen equipment.
4. Ensures the adherence of delivery, food control and storage procedures to assist in the control of wastage and maximisation of shelf life of products.
5. Maintains safe practices in the use for appropriate cleaning chemicals whilst maintaining and cleaning work areas.
6. Ability to understand and adhere to Foodsafe work practices.
7. Cooks, prepares and presents food for cafes, functions and events.
8. Prepares mis-en-place for the Head Chef.
9. Other duties, as required that fall within the parameters of the position.

## COMPLIANCE AND LEGISLATIVE KNOWLEDGE

- Comply with the Department's Code of Conduct, policies and procedures and relevant appropriate legislation; and
- Meets Occupational Safety and Health, Equal Opportunity and other legislative requirements in accordance with the parameters of the position

## WORK RELATED REQUIREMENTS

This section outlines the requirements, in relation to the knowledge, skills, experience and qualifications required to perform the duties of the position.

### ESSENTIAL

1. Completion of relevant apprenticeship of trade cook certificate.
2. Possession of Foodsafe accreditation.
3. Proven ability to competently supervise staff and work effectively in a team environment.
4. Demonstrated problem solving skills and ability to resolve challenging situations as they arise.
5. Effective interpersonal, written and oral communication skills.
6. Knowledge of safe methods of use for appropriate cleaning chemicals

### DESIRABLE

1. Previous experience in production kitchen.
2. Knowledge of commercial dishwasher operation.

## ELIGIBILITY SPECIALISED - SKILLS / TRAINING REQUIREMENTS

### SPECIAL CONDITIONS

- Available for evening and weekend work from time to time.

### APPOINTMENT IS SUBJECT TO

- 100 Point identification check.

- Criminal History Record Check: An acceptable National Police Certificate (police clearance), or equivalent, is an essential pre-employment requirement and must be obtained prior to commencement (within the last 6 months).

#### TRAINING

- Complete induction within three months of commencement.
- Complete Accountable and Ethical Decision-Making Training within 6 months.
- Complete any training specific to the role required by Departmental policy.

## CERTIFICATION

*The details contained in this document are an accurate statement of the duties, responsibilities and requirements of this position.*

**Corporate Executive Representative Signature** Enter text.

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**Date** Enter a date.

*I have read and accept the responsibilities of the Job Description Form. The position's duties are to be performed in accordance with the Department's Code of Conduct.*

**Employee Signature** Enter text.

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**Date** Enter a date.

## ABOUT THE ARTS AND CULTURE TRUST

The Arts and Culture Trust (ACT) was established on 1 July 2022 when the *Arts and Culture Trust Act 2021* was proclaimed, replacing the Perth Theatre Trust (PTT).

The ACT manages the following venues:

- His Majesty's Theatre
- Subiaco Arts Centre
- The State Theatre Centre of Western Australia
- The Albany Entertainment Centre
- Perth Cultural Centre

ORGANISATION	MISSION	VISION	VALUES
Arts and Culture Trust	To offer wide-ranging arts experiences in well-managed venues	To have vibrant, full theatres	Creativity Respect Service