Job Description

Position details:

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| Title: | Executive Chef | **Position Number:** | 05301 |
| Classification: | Level 7 | | |
| Branch: | Sports and Events | | |
| Directorate: | Venue Management | | |
| Award/Agreement: | VenuesWest General Agreement | | |
| Reports to: | Catering Manager | | |
| Direct Reports: | Sous Chef  Chefs  Catering Runner/Storeman  Kitchenhand | | |
| Special Conditions: | Required to work outside of normal hours and weekends. | | |

About the Organisation

Our Vision is to deliver world class sport and entertainment experiences through the effective management of our venues.

We directly support high performance sport by providing training and competition facilities, direct subsidies to sport on venue and events costs, and through the provision of high performance sport experiences for the community.

We focus on attracting world class sport and entertainment events, providing all Western Australians with the opportunity to be inspired.

About the VenuesWest Way

**The VenuesWest Way guides the way we work and the way we model our behaviour.**

It is our system of defining and measuring our culture and sets the expectations on how we engage, improve, support and challenge one another to be the safest and best we can be – as individuals and as a collective.

Our signature behaviours:

Shape

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About the Directorate

The Venue Management Directorate is responsible for the activation of VenuesWest’s self-managed facilities through the provision of support for high performance sport and delivery of community and commercial opportunities for sport, recreation and entertainment.

About the Role

The Executive Chef manages the kitchen operations ensuring excellent customer experiences, maximisation of financial returns and that all kitchen operations meet Health and Safety and Food Safety Regulations.

About the Responsibilities

*VenuesWest is committed to the principles of Equal Employment Opportunity (EEO) and diversity in the workplace and the provision of a safe environment for our employees, customers, trainees, students and volunteers. We will perform all duties and responsibilities in a manner and behaviour consistent with EEO legislation, Occupational Safety & Health legislation, VenuesWest’s Code of Conduct, the VenuesWest Way and other relevant Policies/Procedures and legislation.*

Kitchen Operations

* Identifies customer requirements for menus and prepare and cost menus ensuring compliance with costing constraints and directional instruction by Catering Manager
* Liaises with the Catering Sales team regarding menu requirements for function and event clients.
* Ensures menu plans meet dietary and cultural needs as required for all food requirements.
* Provides specialty menus for adhoc events and promotions
* Carries out catering control procedures including portion control, stock control and food storage.
* Achieves budgeted cost of goods/food and beverage targets and take corrective action when required (inventory management, waste management and/or price setting at site level.)
* Coordinates all rosters of all departments as costed to forecasted revenue to meet KPIS as set by Catering Manager.
* Develops and implements strategies for improving the delivery of quality products and services and increasing volumes and margins maintaining expense control.
* Understands and shares with Managers, information about the product delivery, the market and its competitors.
* Cooks, prepares and presents food for cafes, functions and events.
* Plans and designs buffets and displays food items.
* Selects appropriate service equipment, service ware and linen to display food and decorations.

Purchasing and Stock Control

* Establishes and maintains the order and supply process and stock control system.
* Develops optimum supply arrangements.
* Purchases stock in line with VenuesWest’s procurement guidelines.
* Receives and stores supplies appropriately.

People Management

* Leads and manages the kitchen operations staff, modelling high standards of performance and behaviour.
* Undertakes performance development planning with kitchen operations team members.
* Plans ongoing staffing requirements and ensures recruitment of staff in line with VenuesWest policies and procedures.
* Provides support and coaching to new direct reports in catering operations and kitchens.
* Ensures all staff follow the principals of VenuesWest cultural program; the VenuesWest Way.

Workplace Safety & Health and Hygiene

* Ensures personal hygiene and presentation standards are maintained at all times.
* Oversees compliance with WSH, Environment and Food Safety legislation.
* Follows and provides leadership of VenuesWest health and safety policies and procedures.
* Ensures Kitchen Operations are managed safely and in line with VenuesWest Health and Safety Systems.
* Ensures safe food practices are documented, implemented and that kitchen operations are following safe food practices including:
  + Hygiene procedures
  + HACCP Food safety plan
  + Compliance with temperature monitoring and corrective action progress
  + Compliance with cleaning schedules
  + Cleaning and disinfecting equipment and surfaces
* Identifies and responds to food contamination risks.
* Reads and understands all emergency plans and safety and health procedures, follows safe work instructions, undertakes emergency management and safety related training and assumes responsibilities as required or directed.

Other

* Other related duties as required.

About the Person

The following *essential* capabilities are to be addressed in the context of the responsibilities of the position:

1. Previous demonstrated experience in managing the operations of a high volume kitchen including menu planning, purchasing, stock control and staff supervision together with demonstrated skills and experience in all facets of quality cooking including catering for large scale (500 to 2000 pax) functions.
2. Supports shared purpose and direction by understanding the work environment; Contributes to team planning; Analyses information and identifies risks and uncertainties in procedures and tasks.
3. Monitors own progress against performance expectations; Demonstrates knowledge of new programs, products and services; Works to agreed priorities responding to changes in requirements to ensure results are achieved.
4. Builds and maintains relationships with team members, colleagues and clients; Shares information with and contributes to team discussions; Treats people with courtesy and respect; Responds to diverse experiences seeking input from others and supports a culture of quality customer service.
5. Exemplifies personal integrity and self-awareness by adhering to the VenuesWest Way and Code of Conduct; Provides accurate information; Maintains effective performance in challenging situations; Takes responsibility for completion of work and seeks self-development opportunities.
6. Communicates clearly both orally and in writing, structuring messages clearly and succinctly; Listens to differing ideas
7. Ensures roles and responsibilities are clearly communicated to establish clear performance standards and deadlines; Recognises and develops potential in team members and provides constructive feedback; Promotes change processes and communicates change initiatives across the team/unit.

Qualifications / Certifications

Essential:

* Trade qualification as a Chef
* HACCP Food Safety Supervisor Certification; or capacity to complete within 3 months of commencement.

Employment Conditions and Eligibility

Appointment to this position is conditional upon:

* providing appropriate evidence of the ‘Right to Work’ in Australia
* providing a National Police Clearance Certificate (dated within 3 months from the date of application for the position) from a recognised service provider as determined by VenuesWest

**Important note:** The key requirements and attributes detailed above are based on the following core capabilities prescribed in the VenuesWest Job Capability Framework:

* Shapes and manages strategy
* Achieves results
* Builds productive relationships
* Exemplifies personal integrity and self-awareness
* Communicates and influences effectively
* Manages people

Additional information can be obtained by contacting People and Culture on (08) 9441 8362.

Certification:

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| The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position. | | |
| Doug Hamilton  General Manager Commercial |  | Date Approved:  19/07/2023 |
| As occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document. | | |
| Employee Name: |  | Date Appointed:  ……../……../…….. |
| Signature: |  | Date Signed:  ……../……../…….. |