



# ARTS AND CULTURE TRUST

## JOB DESCRIPTION FORM

### POSITION DETAILS

<b>Position Title</b>	Head Chef
<b>Position Number</b>	13543
<b>Classification Level</b>	Choose a level
<b>Award/Agreement</b>	Restaurant, Tearoom and Catering Workers' Award, or any other prevailing industrial instruments
<b>Division</b>	Catering
<b>Branch/Section</b>	Albany Entertainment Centre
<b>Physical Location</b>	Albany Entertainment Centre
<b>Effective Date</b>	Enter a date
<b>Employment Type</b>	Fixed-Term
<b>Employment Status</b>	Full time

### REPORTING RELATIONSHIPS

#### POSITION REPORTS TO

Manager Albany Entertainment Centre	13388	Level 7
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#### POSITIONS REPORTING TO THIS POSITION

Casual Chef de Partie x2	1	Level
Casual Chef x1	1	Level
Casual Kitchen Hands	Number	Level
Casual Catering Coordinator	1	Level
Casual Assistant Catering Coordinator	4	Level
Casual Duty Managers	Number	Level

## PURPOSE OF THE POSITION

The Head Chef's primary purpose is to oversee and deliver the profitable operation of food & beverage services, specifically function, restaurant/café and event requirements whilst maintaining high levels of customer satisfaction. This role also involves the management, training and development of casual kitchen staff.

## DUTIES OF THE POSITION

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

- Maintenance of work areas including cleaning requirements.
- Operation and maintenance of Food and Beverage equipment
- Implementation of safe work practices in line with occupational health and safety parameters
- Completion of all Foodsafe documents Including temperature control, sickness records, maintenance audits, calibration and rejected food logs. Documents to be completed daily, weekly, quarterly, annually, and as required.
- Supervision, training, and rostering of casual kitchen staff.
- Liaison with Duty Manager on show / function issues.
- Preparation and costing of all standard and specialised menus for the café/restaurant and functions - with an emphasises on local produce.
- Performs stocktakes and updates costing for all stock.
- Ensures the adherence of delivery, food control and storage procedures to assist in the control of wastage and maximisation of shelf life of products.
- Undertakes matching of invoices, transferring and coding ready for processing by Corporate Services.
- Compliance with OS&H policies.
- Ensure knowledge of emergency procedures and perform the role of fire warden in the areas allocated.
- Other duties as required that fall within the parameters of the position.

## COMPLIANCE AND LEGISLATIVE KNOWLEDGE

- Complies with the 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.
- Comply with Australia New Zealand Food Standards Code.
- Comply with conditions of the Venue's Liquor Licence.
- Comply with conditions of relevant food & beverage staff award/s.

## 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

- **Role Specific**
  - A minimum of five years of experience in a previous Executive Chef or Head Chef role or similar.
  - Completion of Foodsafe accreditation.
  - Demonstrated current knowledge of Foodsafe policies and procedures.
  - Demonstrated strong attention to detail.
  - Approved Managers certificate.
- **Shapes and Manages Strategy**
  - Excellent organisational skills in planning and time management and ability to work under pressure and to tight deadlines.
  - Proficiency in the use of Microsoft Suite of products.
- **Achieves Results**
  - The ability to work independently and implement solutions to challenging issues as they arise.
- **Builds Productive Relationships**
  - Demonstrated strong leadership skills, ability to supervise and motivate staff and work well in a team.
- **Exemplifies Personal Integrity and Self-awareness**
  - Ability to understand and operate within the mission, vision and values of the Department.
- **Communicates and Influences Effectively**
  - Demonstrated well developed interpersonal, written and verbal communication skills.

## DESIRABLE

- **Other skills, experience and knowledge desirable in the role**
  - Completion of a relevant apprenticeship or equivalent.
  - First Aid Certificate
  - Working knowledge of Ungerboeck venue & accounting software or similar program.

## ELIGIBILITY SPECIALISED - SKILLS / TRAINING REQUIREMENTS

### SPECIAL CONDITIONS

- A current (within 6 months) National Police Clearance certificate is required.
- Current drivers licence.
- Weekend or out-of-hours work will be required.
- The Trust venues operate on a 7 day a week environment, there may be some requirement to work weekends and after normal business hours.
- This position is based in Albany however the employee may be required to travel to Perth to Arts and Culture Trust venues for training or work purposes.

## 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.

**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.

**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

