

EXECUTIVE CHEF

OFFICIAL

(POSITION #05301)

VENUES WEST

AWARD CLASSIFICATION	VWGA, Level 7	ANZSCO	351311
DIRECTORATE	Venue Management	BRANCH	Sports & Events
LINE MANAGER	Catering Manager	DIRECT REPORTS	Sous Chef
SPECIAL CONDITIONS	Required to work outside of normal hours and weekends.		

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

Under the direction of the Catering Manager, 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.

ROLE RESPONSIBILITIES

VenuesWest is committed to Equal Employment Opportunity (EEO) and diversity in the workplace and providing a safe and inclusive environment for workers and patrons. We will perform all duties and responsibilities in a manner and behaviour consistent with EEO and Work Health & Safety legislation, VenuesWest's Code of Conduct, the VenuesWest Way and other relevant Policies/Procedures and legislation.

MANAGEMENT

- Drives innovative menu development and exceptional food presentation, ensuring a high-performing kitchen environment.
- Adheres to the organisation's Healthy Eating Policy, ensuring all offerings support the health and wellbeing of clients and guests.
- Cultivates a positive kitchen culture, fostering teamwork, respect, and continuous professional development among all staff.
- Manages and achieves key performance indicators (KPIs), including food cost, wage cost, and other financial targets.
- Minimises food wastage through effective stock management, portion control, and creative use of ingredients.
- Drives and improves environmental sustainability initiatives within the kitchen, including waste reduction, recycling, and responsible sourcing.
- Oversees the Green Room catering for high-profile clients, ensuring premium service and tailored offerings.
- Manages retail catering operations for large-scale events ranging from 1,500 to 20,000 persons, tailoring menus and service delivery to the specific requirements of each event.

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 rosters for kitchens across venues within the role's remit with 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 ordering and supply process using our stock management system to maintain food cost percentage
- Creates recipes in the stock management system
- Develops supplier arrangements, including pricing and rebates.
- Purchases stock in line with VenuesWest's procurement guidelines.
- Ensures that supplies are received and stored correctly

PEOPLE MANAGEMENT

- Leads and manages the kitchen operations staff including the Sous Chef, Chefs and Kitchenhands, modelling high standards of performance and behaviour.
- Rosters kitchen staff across the venues two weeks in advance, to a set wage cost structure
- Undertakes performance development planning with kitchen operations team members (formally every six months).
- Plans ongoing staff resource requirements and ensures recruitment of staff in line with VenuesWest policies and procedures.
- Provides support and coaching to direct reports and all kitchen staff
- Ensures all staff follow the principals of VenuesWest culture program; the VenuesWest Way.

WORKPLACE SAFETY AND HEALTH

- Ensures personal hygiene and presentation standards are always maintained across the kitchen team
- 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.
- Documents and implement safe food practices, including hygiene procedures, HACCP Food Safety Plan, temperature monitoring, cleaning schedules, equipment disinfection, and contamination risk response.
- Take care to protect own safety and health at work, and that of others by co-operating with all VenuesWest policies and procedures and complying with all applicable work health and safety laws.

OTHER

- Other related duties, as directed.

ROLE REQUIREMENTS

The following capabilities are to be addressed in context of the responsibilities of the role.

ESSENTIAL

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 20000 pax) functions and events
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 key performance Indicators,; 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 (Level III or IV)
- HACCP Food Safety Supervisor Certification; or capacity to complete within 2 months of commencement.
- Responsible Service of Alcohol

ABOUT THE VENUESWEST WAY

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



We champion dreams



We deliver safely



Together we win



We act like owners



We celebrate success

POSITION CONDITIONS AND ELIGIBILITY

Appointment to this position is conditional upon:

- Providing evidence of 'Right to Work' in Australia
- Providing evidence of a National Police Clearance (dated within X months)

CERTIFICATION

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

Daniel Etter
General Manager Sports
and Events



Date JDF Approved

4 November 2025