

CHEF DE PARTIE^{OFFICIAL}

(POSITION #05318 & 05319)

VENUES WEST

AWARD CLASSIFICATION	VWGA, Level 4	ANZSCO	351311
DIRECTORATE	Venue Management	BRANCH	Sports and Events
LINE MANAGER	Sous Chef	DIRECT REPORTS	Chefs (level 3) and Casual Kitchen Staff
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

The Chef de Partie supervises the chefs and casual kitchen staff under the direction of the Sous Chef and manage the food production, ensuring excellent customer experiences, maximisation of financial returns and that all Health and Safety and Food Safety Regulations are met. Works closely with the retail supervisor to delivery service of food each day.

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.

KITCHEN OPERATIONS

- Supervises the chefs (level 3) and the casual kitchen staff
- Prepares and cooks food for the café, functions, banquets and events following recipes and menu plans provided
- Prepares preparation lists according to function and event sheets provided by the executive chef and the catering operations manager.
- Ensures a high standard of food quality and presentation within menu plans
- Works with the Sous Chef to ensure the cost base and margins of all dishes are analysed and recorded
- Monitors and responds to VenuesWest activities which may influence the consumption levels in the café and respond accordingly with preparation requirements.
- Contributes to maintaining a high level of kitchen hygiene including:
 - cleaning pots and utensils
 - wiping benches
 - emptying bins
 - sweep, scrub and mop floors
 - ensure cleanliness of fridges
- Carries out kitchen opening and closing procedures each morning (including load/unload of dishwasher)
- Observes occupational safety and health standards by using protective equipment and following safe work practices

PURCHASING AND STOCK CONTROL

- Stores perishable and non-perishable goods in accordance with procedure.
- Assists in monitoring of stock levels, including monitoring of expected inventory against consumption levels and identifying stock losses
- Orders stock as required
- Assists in preparing and processing of stock orders
- Assists in receiving and checking of stock orders
- Undertakes correct tagging of items to ensure food safety and rotation

STAFF MANAGEMENT

- Oversees the work of the Chefs, casual kitchen staff including kitchenhands to a high standard of food quality and kitchen/stores are kept clean and rubbish disposed of in accordance with procedure.
- Works autonomously and takes ownership of the business activities and the team in the absence of their line manager.
- Assists in the supervision and training of all kitchen staff.
- Attends the weekly Catering Meetings or Function/Banquet meetings when required.

WORKPLACE SAFETY AND HEALTH

- I take care to protect my 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. Demonstrated experience in overseeing kitchen operations, including menu planning, purchasing, stock control, and supervision of staff.
2. Supports shared purpose by understanding organisational objectives, how they relate to the role and makes recommendations for improvements.
3. Organises work to reflect changes in priority; Maintains accurate records and files; Sees tasks through to successful completion.
4. Builds and maintains relationships by keeping clients and colleagues informed, managing progress and responding to changes in client needs; Responds to diverse experiences and takes responsibility for delivering customer service.
5. Exemplifies personal integrity and self-awareness by adhering to the VenuesWest Way and Code of Conduct; Provides accurate information; Stays calm under pressure and ensures work is finalised.
6. Communicates clearly both orally and in writing; Listens to, understands and adapts communication styles to the audience.
7. Clarifies work required, expected behaviours and outputs; Gives support and regular constructive feedback; Keeps team members informed of reasons for decisions and ensures understanding of processes and practices; Supports change initiatives and assists employees to understand the purpose and impact.

DESIRABLE

1. Previous experience in the production of food for large scale (500 to 2000 people) functions and events.

QUALIFICATIONS / CERTIFICATIONS

ESSENTIAL

- Trade qualification as a Chef (Level III or IV) and/or significant relevant industry experience as approved by the General Manager
- HACCP Food Safety Supervisor Certification or capacity to complete within 2 months of commencement

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 12 months)

CERTIFICATION

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

Jonathan Kemble
A/General Manager
Sports and Events

Date JDF Approved

17/3/26