



# JOB DESCRIPTION FORM



<b>JOB TITLE:</b> Chef de Partie	<b>POSITION NUMBER:</b> 19981	<b>CLASSIFICATION:</b> Level 6
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<b>AWARD</b> RTCWA	<b>EMPLOYMENT TYPE</b> Casual
<b>DIRECTORATE</b> Albany Entertainment Centre	<b>TEAM</b> AEC Catering
<b>POSITION REPORTS TO</b> Head Chef - 13543	<b>POSITIONS REPORTING TO THIS POSITION</b> Nil

**PURPOSE OF POSITION**

The Chef de Partie's primary purpose is the preparation and production of superior food services for the Albany Entertainment Centre, regarding function, restaurant and event requirements, whilst maintaining high levels of customer satisfaction.

**CONTEXT**

The Perth Theatre Trust (the Trust) is a statutory authority established and constituted under the *Perth Theatre Trust Act 1979* to oversee the management and operation of theatres vested or leased to the Trust by the State Government.

The Trust is responsible for the care, control, management, maintenance, operation and improvement of theatres under its control which currently includes the Albany Entertainment Centre, His Majesty's Theatre, Subiaco Arts Centre and the State Theatre Centre of WA.

The Perth Theatre Trust is part of the Culture and Arts Division, brought together by the Department of Local Government, Sport and Cultural Industries (DLGSC).



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<p><b>STATEMENT OF DUTIES</b></p> <ol style="list-style-type: none"> <li>1. Maintains high standards of food service whilst ensuring maximum staff utilisation and cooperation.</li> <li>2. Implements stock rotation procedures.</li> <li>3. Responsible for the operation of kitchen equipment and seeks authorisation for and arranges any required repairs.</li> <li>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.</li> <li>5. Maintains safe practices in the use for appropriate cleaning chemicals whilst maintaining and cleaning work areas.</li> <li>6. Ability to understand and adhere to Food Safe and OSH work practices.</li> <li>7. Prepares mise en place for the Head Chef.</li> <li>8. Liaises with venue management and the Catering team regarding scheduled events and/or functions.</li> <li>9. Other duties as required with respect to the skills, knowledge and abilities of the employee.</li> </ol>	<p><b>Compliance and Legislative Knowledge</b></p> <ul style="list-style-type: none"> <li>▪ Comply with the Department of Local Government, Sport and Cultural Industries Code of Conduct, policies and procedures and relevant appropriate legislation.</li> <li>▪ Meet Occupational Safety and Health, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.</li> </ul>
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<p><b>WORK RELATED REQUIREMENTS (SELECTION CRITERIA)</b></p> <p><b>Essential</b></p> <ol style="list-style-type: none"> <li>1. Completion of relevant apprenticeship or trade cook certificate.</li> <li>2. Possession of Food Safety accreditation.</li> <li>3. Proven ability to competently supervise staff and work effectively in a team environment.</li> <li>4. Demonstrated experience in a commercial kitchen.</li> <li>5. Demonstrated problem solving skills and ability to resolve challenging situations as they arise.</li> <li>6. Effective interpersonal, written and oral communication skills.</li> <li>7. Knowledge of the safe methods of use for appropriate cleaning chemicals.</li> </ol> <p><b>Desirable</b></p> <ol style="list-style-type: none"> <li>1. Knowledge of commercial dish washer operation.</li> </ol>	<p><b>KEY RELATIONSHIPS / INTERACTIONS</b></p> <ol style="list-style-type: none"> <li>1. Head Chef</li> <li>2. Manager Albany Entertainment Centre</li> <li>3. Catering team</li> <li>4. Front of house staff</li> </ol>
	<p><b>KEY CHALLENGES</b></p> <ol style="list-style-type: none"> <li>1. Ability to multi task and work under pressure.</li> <li>2. Communicate clearly to kitchen staff.</li> <li>3. Produce high quality meals.</li> </ol>
	<p><b>SPECIAL CONDITIONS</b></p> <ol style="list-style-type: none"> <li>1. A current (within 6 months) National Police Clearance certificate is required.</li> <li>2. Some weekend or out-of-hours work may be required.</li> </ol>
	<p><b>LOCATION</b></p> <p>This position is based in Albany; however employees may be required to travel to any of the Perth Theatre Trust sites for training as required.</p>

**REGISTERED**  
DEPARTMENT OF LOCAL  
GOVERNMENT, SPORT AND  
CULTURAL INDUSTRIES

Initials: CC                      Date: 12.04.19

**Manager Signature:** ..... **Date:** ...../...../..... **Employee Signature:** ..... **Date:** ...../...../.....