

**DEPARTMENT OF EDUCATION WESTERN AUSTRALIA  
JOB DESCRIPTION FORM**

<b>Public Sector Management Act 1994</b>	<b>Salaries/Agreement/Award</b> State Research Stations, Agricultural Schools and College Workers Award Australian Workers' Union (Western Australian Public Sector) General Agreement 2015
<b>Group:</b> Schools  <b>Regions:</b> Education Regions  <b>School:</b> Western Australian College of Agriculture	<b>Effective Date of Document</b> 22 August 2017

<b>THIS POSITION</b>				
<b>Title:</b>	<b>Chef</b>			
<b>Classification:</b>	<b>Kitchen Staff Employee Level 4</b>			
<b>Position No:</b>	<b>Generic</b>			
<b>Positions under direct responsibility:</b>				
<b>Title:</b>	<b>Classification:</b>	<b>Position No:</b>	<b>Number of FTE's Controlled:</b>	
Domestic Staff (Catering duties)	Level 1-3	Various		

<b>REPORTING RELATIONSHIPS</b>	
<b>TITLE:</b>	Principal
<b>LEVEL:</b>	Admin 4/5
<b>POSITION NUMBER:</b>	Various
<b>TITLE:</b>	Manager Corporate Services or Residential Hostel Manager
<b>LEVEL:</b>	5
<b>POSITION NUMBER:</b>	Various
<b>This position and the positions of:</b>	
<b>Title:</b>	<b>Classification:</b>
Various	
<b>Position No:</b>	

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## CONTEXT

The Department of Education is Western Australia's largest public sector employer with approximately 45,000 staff or one third of the Government workforce in around 800 worksites.

We provide a system of public schools in which our aim is to ensure that every school is a good school, every teacher is effective and every student is successful.

The Department's other key responsibilities include:

- regulation of non-government schools in accordance with Part 4 of the School Education Act 1999
- administration of state funding to non-government schools
- higher education policy and planning
- legislative reviews
- providing Secretariat services to the Teachers Registration Board of Western Australia, the Training Accreditation Council and the School Curriculum and Standards Authority.

The principles underpinning the Department's operations in Western Australia are:

- working collaboratively to achieve outcomes
- accepting responsibility and accountability for the achievement of outcomes
- enabling flexible, innovative and diverse work practices
- promoting confidence in the professional judgement of the Department's staff.

All Department actions are guided by four core values: Learning, Excellence, Equity and Care.

For further information, please visit: <https://www.education.wa.edu.au/web/our-organisation/home>

Further context about the particular school or college in which the vacancy is being advertised is available on the Department's website. Please visit

<http://www.det.wa.edu.au/schoolsonline/home.do> and enter the school or college name in the *Find a School* field.

The Western Australian College of Agriculture is a system of residential schools that provide a dedicated program of study in agricultural education for male and female students in Years 10, 11 and 12. The campuses operate commercial sized farms and extensive education and training resources.

The Colleges enable students to continue their schooling in a residential agricultural setting. Students receive instruction for approximately 34 hours per week over 39 weeks per year. Each campus employs administration and teaching staff, managers of corporate services and office staff, technical officers agricultural instruction, residential supervisory and domestic staff.

The Colleges provide boarding facilities to support the educational program. Accommodation for students is configured to house male and female students where a homely atmosphere and pastoral care is promoted. About 98% of students are residential students.

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## ROLE

The Chef:

- manages the economical and efficient coordination of the Kitchen
- ensures high levels of quality control, storage and hygiene are maintained according to occupational safety and health standards and requirements
- instructs and supervises all kitchen staff in day-to-day operations
- ensures all kitchen staff are adequately trained and multi-skilled
- evaluates the quality of catering and food services provided on a regular basis to enhance quality outcomes and customer service
- liaises and consults with management and participates in staff meetings and staff development
- manages the day-to-day catering requirements of the College and external groups and caters for special occasions and functions as required. This involves:
  - menu planning
  - preparation
  - cooking
  - stock control
  - purchasing of goods
  - budget monitoring.
- monitors and manages staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements and Departmental policy
- manages staff performance in accordance with the Public Sector Performance Management Standard and Departmental policy.

## OUTCOMES

1. Varied, nutritious and appetising menus are devised within budget constraints and making best use of available ingredients including college farm produce.
2. High standard of meals, including catering for special dietary requirements, are provided for students, staff and external groups/visitors as required.
3. Catering for special occasions and functions is provided as required.
4. Relevant organisation and supervision of tasks is provided to kitchen staff.
5. Adequate induction and training is provided to all kitchen staff.
6. Adequate catering supplies and kitchen equipment are purchased and maintained to meet College requirements.
7. Food is stored, cooked, served and kitchen facilities are maintained according to public health and safety standards and requirements.

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## **SELECTION CRITERIA**

The following selection criteria are identified as being required to achieve the outcomes in the context of this position. Applicants will need to provide evidence of their capacity to transfer their knowledge and skills to achieving the outcomes of this position.

1. Demonstrated experience in a commercial cooking environment and ability to organise and prepare meals for approximately 100 people on a daily basis.
2. Demonstrated leadership and management skills including the ability to train and supervise catering staff.
3. Demonstrated experience in stock control, including budgeting and purchasing of food and kitchen supplies.
4. Demonstrated organisational skills with the ability to work cooperatively in a team environment and prioritise tasks to meet conflicting timelines.
5. Demonstrated well developed interpersonal and communication skills including the ability to effectively liaise with individuals at all levels.

## **ELIGIBILITY**

Employees will be required to:

- hold a trade qualification in cooking or equivalent;
- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment; and
- obtain or hold a current Working with Children Check.

## **TRAINING**

Employees will be required to:

- complete the Department's induction program within three months of commencement;
- complete any training specific to this role required by Departmental policy; and
- complete the Department's training in Accountable and Ethical Decision-Making within six months of appointment.

## **CERTIFICATION**

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

## **ENDORSED**

**DATE 22 August 2017**  
**TRIM REF D17/0356723**