



ARTS AND CULTURE TRUST

JOB DESCRIPTION FORM

POSITION DETAILS

Position Title:	Cook
Position Number	Various
Classification Level	Level 3
Award/Agreement	Public Service Award 1992, or any other prevailing industrial instruments. Restaurant, Tearoom and Catering Workers Award
Division	Venue Operations
Branch/Section	Hospitality
Physical Location	Albany Entertainment Centre
Effective Date	22/07/2022
Employment Type	Casual
Employment Status	Casual

REPORTING RELATIONSHIPS

POSITION REPORTS TO

Head Chef	13543
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POSITIONS REPORTING TO THIS POSITION

Nil

PURPOSE OF THE POSITION

The primary purpose of the Cook is the preparation and production of superior food services for the Perth Theatre Trust, Albany Entertainment Centre. This is inclusive of functions, View restaurant and event requirements, whilst maintaining high levels of customer satisfaction.

DUTIES OF THE POSITION

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

1. Maintains high standards of food service.
2. Implements stock rotation procedures.
3. Responsible for the operation of kitchen equipment.
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.
5. Maintains safe practices in the use for appropriate cleaning chemicals whilst maintaining and cleaning work areas.
6. Ability to understand and adhere to Foodsafe work practices.
7. Cooks, prepares and presents food for cafes, functions and events.
8. Prepares mis-en-place for the Head Chef.
9. Assist catering coordinator in food service requirements if required

OTHER DUTIES, AS REQUIRED THAT FALL WITHIN THE PARAMETERS OF THE POSITION.

COMPLIANCE AND LEGISLATIVE KNOWLEDGE

1. Complies with the Code of Conduct, policies and procedures and relevant appropriate legislation; and
2. Meets Occupational Safety and Health, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.

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

- Possession of Foodsafe accreditation.
- Proven ability to work effectively in a team environment.
- Demonstrated problem solving skills and ability to resolve challenging situations as they arise.
- Effective interpersonal, written and oral communication skills.
- Knowledge of safe methods of use for appropriate cleaning chemicals.

Exemplifies Personal Integrity and Self-awareness

- Ability to understand and operate within the mission, vision and values of the Department.

DESIRABLE

- Previous experience in production kitchen.

- Knowledge of commercial dishwasher operation.

ELIGIBILITY SPECIALISED - SKILLS / TRAINING REQUIREMENTS

SPECIAL CONDITIONS

Available for evening and weekend work.

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

Date

Click or tap to 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

Date

Click or tap to 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 will continue to manage the theatres formerly managed by PTT:

His Majesty's Theatre

Subiaco Arts Centre

The State Theatre Centre of Western Australia

The Albany Entertainment Centre

The new authority will oversee all types of art and cultural assets other than just theatres, and apply a State-wide lens to engagement, business activities and presentation of productions for the arts and the community.

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