



## ARTS AND CULTURE TRUST

# JOB DESCRIPTION FORM

## POSITION DETAILS

<b>Position Title:</b>	Demi Chef
<b>Position Number</b>	Various
<b>Classification Level</b>	Level 5
<b>Award/Agreement</b>	Restaurant, Tearoom and Catering Workers' Award, or any other prevailing industrial instruments
<b>Division</b>	Venue Operations
<b>Branch/Section</b>	Hospitality Services
<b>Physical Location</b>	Albany Entertainment Centre
<b>Effective Date</b>	22/07/2022
<b>Employment Type</b>	Casual
<b>Employment Status</b>	Casual

## REPORTING RELATIONSHIPS

### POSITION REPORTS TO

Head Chef 13543

### POSITIONS REPORTING TO THIS POSITION

Nil

## **PURPOSE OF THE POSITION**

The Demi Chef's primary purpose is to support the Head Chef with preparation and production of superior food services for the Albany Entertainment Centre. This position regarding function, 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.

- Maintains high standards of food service whilst ensuring maximum staff utilisation and cooperation.
- Implements stock rotation procedures.
- Responsible for the operation of kitchen equipment and seeks authorisation for and arranges any required repairs.
- Ensures the adherence of delivery, food control and storage procedures to assist in the control of wastage and maximisation of shelf life of products.
- Maintains safe practices in the use for appropriate cleaning chemicals whilst maintaining and cleaning work areas.
- Ability to understand and adhere to Food Safe and OSH work practices.
- Possibly attends and actively participate and represent the department in group and business meetings during the absence of Head Chef.
- Liaises with venue management and the Catering team regarding scheduled events and/or functions.
- Other duties as required with respect to the skills, knowledge and

## **ABILITIES OF THE EMPLOYEE**

### **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**

Work with the Head Chef to manage the day to day financial and operational performance of the Kitchen Operations at Perth Theatre Trust focusing but not limited to Café, Functions & Events.

## **ESSENTIAL**

### **Role Specific**

- Completion of relevant apprenticeship or trade cook certificate.
- Possession of Food Safety accreditation.
- Demonstrated experience in a commercial kitchen.
- Knowledge of the safe methods of use for appropriate cleaning chemicals.

### **Shapes and Manages Strategy**

- Proven ability to competently supervise staff and work effectively in a team environment.
- Demonstrated problem solving skills and ability to resolve challenging situations as they arise.

#### **Communicates and Influences Effectively**

- Effective interpersonal, written, and oral communication skills.

#### **DESIRABLE**

- Knowledge of commercial dish washer operation.

### **ELIGIBILITY SPECIALISED - SKILLS / TRAINING REQUIREMENTS**

#### **SPECIAL CONDITIONS**

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- Some weekend or out of hours work may be required.

#### **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

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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

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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