

Job Description

VENUES WEST

Position details:

Title:	Chef	Position Number:	05315/05316/05317
Classification:	Level 3		
Branch:	Commercial		
Directorate:	Venue Management		
Award/Agreement:	VenuesWest General Agreement		
Reports to:	Executive Chef		
Direct Reports:	Casual Kitchen Staff		
Special Conditions:	Required to work outside of normal hours and weekends.		

About the Organisation

Our Vision is to deliver world class sport and entertainment experiences through the effective management of our venues.

We directly support high performance sport by providing training and competition facilities, direct subsidies to sport on venue and events costs, and through the provision of high performance sport experiences for the community.

We focus on attracting world class sport and entertainment events, providing all Western Australians with the opportunity to be inspired.

About the VenuesWest Way

The VenuesWest Way guides the way we work and the way we model our behaviour.

It is our system of defining and measuring our culture and sets the expectations on how we engage, improve, support and challenge one another to be the safest and best we can be – as individuals and as a collective.

Our signature behaviours:



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 manages food production under the direction of the Executive Chef ensuring excellent customer experiences, maximisation of financial returns and that all Health and Safety and Food Safety Regulations are met.

About the Responsibilities

VenuesWest is committed to the principles of Equal Employment Opportunity (EEO) and diversity in the workplace and the provision of a safe environment for our employees, customers, trainees, students and volunteers. We will perform all duties and responsibilities in a manner and behaviour consistent with EEO legislation, Occupational Safety & Health legislation, VenuesWest's Code of Conduct, the VenuesWest Way and other relevant Policies/Procedures and legislation.

Kitchen Operations

- Prepares and cooks food for the café, functions, banquets and events following recipes and menu plans provided
- Ensures a high standard of food quality and presentation within menu plans
- Works with the Executive Chef and Catering Manager 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 Casual Chefs and 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 other kitchen staff.
- Attends the weekly Catering Meetings or Function/Banquet meetings when required.

Occupational Safety and Health

- Reads and understands all emergency plans and safety and health procedures, follows safe work instructions, undertakes emergency management and safety related training and assumes responsibilities as required or directed.



Other

- Other related duties as required.

About the Person

The following *essential* capabilities are to be addressed in the context of the responsibilities of the position:

1. Previous demonstrated experience in all facets of quality cooking and day to day running of a kitchen including assisting in 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.

The following *desirable* capabilities are to be addressed in the context of the responsibilities of the position:

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

Employment Conditions and Eligibility

Appointment to this position is conditional upon:

- providing appropriate evidence of the 'Right to Work' in Australia
- providing a National Police Clearance Certificate (dated within 3 months from the date of application for the position) from a recognised service provider as determined by VenuesWest

Important note: The key requirements and attributes detailed above are based on the following core capabilities prescribed in the VenuesWest Job Capability Framework:

- Shapes and manages strategy
- Achieves results
- Builds productive relationships
- Exemplifies personal integrity and self-awareness
- Communicates and influences effectively
- Manages people

Additional information can be obtained by contacting People and Culture on (08) 9441 8362



Certification:

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.		
Doug Hamilton General Manager Commercial		Date Approved: 19/02/19
As occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.		
Employee Name:		Date Appointed:/...../.....
Signature:		Date Signed:/...../.....

