

# Job Description

VENUES WEST

## Position details:

<b>Title:</b>	Sous Chef	<b>Position Number:</b>	05302
<b>Classification:</b>	Level 5		
<b>Branch:</b>	Sports and Events		
<b>Directorate:</b>	Venue Management		
<b>Award/Agreement:</b>	VenuesWest General Agreement		
<b>Reports to:</b>	Executive Chef		
<b>Direct Reports:</b>	Casual Kitchen Staff		
<b>Special Conditions:</b>	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 Sous Chef manages food production under the direction of the Executive Chef and steps up to manage the kitchen operations during the Executive Chef's absence 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

- Assists the Executive Chef in the planning and costing of menus ensuring compliance with costing constraints and directional instruction by Catering Manager.
- Assists in ensuring menu plans meet dietary and cultural needs as required for all food requirements.
- Achieves budgeted cost of goods/food and beverage targets as set by the Executive Chef
- Carries out catering control procedures including portion control, stock control and food storage.
- Understands and shares with the Executive Chef, information about the product delivery, the market and its competitors.
- Cooks, prepares and presents food for cafes, functions and events.
- Plans and designs buffets and displays food items.
- Selects appropriate service equipment, service ware and linen to display food and decorations.
- Ensures consistent and ongoing operations of the kitchen as per the direction of the Executive Chef and in the absence of the Executive Chef.

### Purchasing and Stock Control

- Purchases stock in line with VenuesWest's procurement guidelines.
- Receives and stores supplies appropriately.

### Staff Supervision

- Supervises junior kitchen staff, providing guidance and training as required and models high standards of performance and behavior.
- Inducts junior staff and ensures training in procedures and systems.

### Workplace Safety & Health and Hygiene

- Ensures personal hygiene and presentation standards are maintained at all times.
- Follows and provides leadership of VenuesWest health and safety policies and procedures
- Actively ensures all kitchen staff follow HSEQ, manual handling and safe food handling procedures.
- Actively ensures safe food handling procedures are implemented including:
  - Hygiene procedures
  - Food safety plans
  - Compliance with temperature monitoring and corrective action progress
  - Compliance with cleaning schedules
  - Cleaning and disinfecting equipment and surfaces
- Identifies and responds to infection risks.



- 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
- HACCP Food Safety Supervisor Certification; or capacity to complete within 3 months of commencement.

### 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.		
<b>Doug Hamilton</b> <b>General Manager Commercial</b>		Date Approved: 24/05/2023
As occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.		
<b>Employee Name:</b>		Date Appointed: ...../...../.....
<b>Signature:</b>		Date Signed: ...../...../.....

