



## Chef

Western Australia College of Agriculture

<b>Position number</b>	Generic
<b>Agreement</b>	<a href="#">Australian Workers' Union (Western Australian Public Sector) General Agreement 2019</a> , or as replaced.
<b>Classification</b>	Level 4
<b>Reports to</b>	Manager Corporate Services or Residential Hostel Manager (Level 5)
<b>Direct reports</b>	Domestic Staff (Catering duties) (Level 1-3)

### Context

Information about the particular Agricultural College in which the vacancy is being advertised is available on [Schools Online](#).

Visit [education.wa.edu.au](http://education.wa.edu.au) for information about the Department of Education.

### Key responsibilities

- Manage the economical and efficient coordination of the Kitchen.
- Ensure high levels of quality control, storage and hygiene are maintained according to occupational safety and health standards and requirements.
- Ensure adequate kitchen equipment is purchased and maintained.
- Instruct and supervise all kitchen staff in daily operations.
- Ensure all kitchen staff are adequately trained and multi-skilled.
- Evaluate the quality of catering and food services provided on a regular basis to enhance quality outcomes and customer service.
- Ensure varied, nutritious and appetising menus are devised, making best use of available ingredients including college farm produce.
- Liaise and consult with management and participate in staff meetings and staff development.
- Manage the daily catering requirements of the College and external groups and cater for special occasions and functions as required, including:
  - menu planning
  - consideration of special dietary requirements
  - preparation
  - cooking
  - stock control

- purchasing of goods
  - budget monitoring.
- Coordinate and/ or oversee induction and training of kitchen staff.
- Monitor and manage staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements and Departmental policy.
- Manage staff performance in accordance with the Public Sector Performance Management Standard and Departmental policy.

### **Selection criteria**

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 and training requirements**

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
- obtain or hold a current Working with Children Check
- complete the Department's induction program within three months of commencement
- complete any training specific to this role required by Departmental policy
- 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 responsibilities and other requirements of the position.

### **ENDORSED**

Date            24 March 2021  
Reference    D21/0151280