

## POSITION DESCRIPTION

**Position:** Chef (casual)

**Department:** Kitchen

**Reports to:** Chef de Cuisine/Sous Chef

---

### Objective

- Assist the Chef de Cuisine and Sous Chef in overseeing the entire kitchen operation with a view to achieving the highest possible standards of food production with budgeted cost.
- Supervise and participate in the operations of the kitchen to ensure efficient and profitable service.
- Effectively liaise with Chef de Cuisine and other supervisors to maintain a high standard of kitchen operations.
- Assist in maintaining a high level of safety for staff, guests and patrons in accordance with Workplace, Health and Safety policies.
- Provide adequate on the job training to enable subordinate staff to carry out their duties effectively.

### Responsibilities

- Operate all facets of the kitchen areas in an effective and efficient manner.
- Identify problems as they arise and notify the Chef de Cuisine / Sous Chef.
- Ensure that all food is to Food Safety Standards (temperature and visual).
- Ensure that stock levels are maintained and put away on arrival into the kitchen with FIFO (first in first out) in mind.
- Ensure there is a minimal amount of wastage.
- Contribute ideas at staff meetings.
- Ensure any requirements for special functions and meetings etc. are completed in place for the following shift.
- After service of events, all areas to be tidied and food to be returned to main kitchen and put away.
- Comply with the standards, policies and duties of the National Wine Centre, as outlined in the Employee Handbook.
- Prepare and organize the kitchen area ready for trading.
- Liaise with the Chef de Cuisine / Sous Chef and conduct any duties handed down in an efficient manner.
- Conduct constant stock rotation in all areas within the kitchens.
- Adhere to workplace, Health and Safety policies, Food Safe practices, food handling procedures and maintain a high level of cleanliness in the kitchens at all times.
- Ensure all food prepared at given level of food cost.

### **Person Specification**

- Exceptional leadership skills
- Ability to work autonomously
- Excellent Communication skills
- Ability to work in a team environment
- Work well under pressure
- Have initiative and be self-motivated
- Have an understanding of Food and Beverage operations
- Able to work over 7 days rostering 24-hour time option.

### **Work Health Safety & Wellbeing**

- All Supervising staff are required to implement and maintain the National Wine Centre's WHS Management System in areas under their control ensuring compliance with legislative requirements and the established Performance Standards.
- All other staff will assist the National Wine Centre to create and maintain a safe and healthy work environment by working safely, adhering to instructions and using the equipment provided in accordance with safe operating procedures.
- Where appropriate, staff will initiate and participate in worksite inspections, incident reporting and investigations, develop safe work procedures and provide appropriate information, instruction, training and supervision.
- Staff will also inform the National Wine Centre of any unsafe working practices or hazardous working conditions.
- The NWC is committed to providing a safe, respectful, and inclusive workplace and ensuring it is free from workplace harassment, bullying and sexual harassment. Harassment in any form will not be tolerated. The NWC takes proactive steps to identify and eliminate risks of harassment through education, clear policies, risk management, leadership accountability, and by promoting a culture of respect