

Position Description

Position: Head Chef – Conference & Events

Department: C&E Production (Kitchen)

Reports to: Executive Chef

Objective

Under the general direction of the Executive Chef, the Head Chef – Conference & Events is responsible for leading and managing kitchen operations supporting the National Wine Centre of Australia's (NWC) Conference & Events program.

The role ensures the delivery of high-quality food production across conferences, functions, events and offsite catering while maintaining operational efficiency, food safety compliance and cost control.

The position contributes to the ongoing development of the NWC's events product by ensuring consistent food quality, efficient kitchen operations and effective team leadership.

Key Responsibilities

Kitchen Leadership & Team Management

- Lead and supervise kitchen staff supporting Conference & Events operations.
- Provide day-to-day direction, coaching and mentoring to chefs, apprentices and kitchen assistants.
- Assist the Executive Chef with recruitment, training and performance development of kitchen team members.
- Foster a positive and collaborative kitchen culture that supports teamwork and professional development.
- Conduct regular briefings with kitchen staff to ensure clear communication of operational requirements.

Food Production & Event Delivery

- Oversee food preparation and production for conferences, functions, weddings, festivals and special events.
- Ensure food quality, presentation and portion control meet established standards.
- Work closely with the Conference & Events operations team to coordinate event timings and service delivery.
- Support the development and delivery of menus suited to conference and banquet style service.
- Ensure food is prepared and delivered efficiently to support high-volume event service.

Menu Planning & Product Development

- Contribute to the development of seasonal menus, event packages and function offerings.
- Maintain awareness of seasonal produce, new products and current market trends.
- Work with the Executive Chef to continuously improve the National Wine Centre's Conference & Events food offering.

Stock Control & Cost Management

- Manage food purchasing, stock levels and kitchen inventory to ensure operational readiness.
- Ensure appropriate stock rotation practices, including FIFO procedures.
- Minimise food wastage through effective planning and stock management.
- Monitor food cost targets and maintain production within approved budgets.

Compliance, Safety & Kitchen Standards

- Ensure high standards of kitchen cleanliness, hygiene and sanitation are maintained at all times.
- Ensure compliance with food safety regulations and safe food handling procedures.
- Maintain a safe working environment in accordance with Workplace Health and Safety policies.
- Ensure correct storage, handling and maintenance of kitchen equipment and supplies.

Person Specification

- Demonstrated leadership experience within a commercial kitchen environment.
- Extensive culinary experience, ideally within conference, banquet or high-volume catering operations.
- Strong understanding of food cost management and kitchen operations.
- Ability to work autonomously while leading and motivating a team.
- Excellent communication and interpersonal skills.
- Ability to work effectively in a fast-paced, high-pressure environment.
- Strong organisational and time management skills.
- Commitment to maintaining high standards of food quality and presentation.
- Flexibility to work across a seven-day roster including evenings and weekends.

Work Health Safety & Wellbeing

- All Supervising staff are required to implement and maintain the NWC'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 NWC 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 NWC 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

Employee Name (Print) _____

Employee Signature _____

Date _____