

Position Description – CHEF (Café)

Position Title:	Chef (Café)	Reports To:	Operations Manager (Brighton)
Supervising:	Café and Kitchen staff	Liaises With:	Employees, contractors, residents, and visitors
Award	Mayflower Health and Aged Care employees Enterprise Agreement 2021	Classification	WSG 11

Our Vision:	Care without Compromise								
Our Mission:	<i>“Mayflower with staff works as one to enhance quality of life choices in all aspects of care delivery”</i>								
Our Values:	<table style="width: 100%; border: none;"> <tr> <td style="width: 20%;">Compassion</td> <td>We care for those in need with empathy and understanding</td> </tr> <tr> <td>Excellence</td> <td>We strive for quality and distinction</td> </tr> <tr> <td>Integrity</td> <td>We are honest, ethical and sincere</td> </tr> <tr> <td>Respect</td> <td>We recognise the value, uniqueness and dignity of every</td> </tr> </table>	Compassion	We care for those in need with empathy and understanding	Excellence	We strive for quality and distinction	Integrity	We are honest, ethical and sincere	Respect	We recognise the value, uniqueness and dignity of every
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Position Purpose:	The Chef is an integral member of the Mayflower team who, under the direction of the Chef Manager is responsible for the management and coordination of all food services within the Café
Qualifications and requirements:	<p>Mandatory</p> <ul style="list-style-type: none"> • Certificate IV in Commercial Cookery • Knowledge and experience in Café style food and operations. • Valid Police Check <p>Desirable</p> <ul style="list-style-type: none"> • Certificate IV in Hospitality Management • Experience in Aged Care environment

Key Selection Criteria	
Essential	
<ul style="list-style-type: none"> • Minimum of 2–3 years of experience as a head chef, café manager, or in a similar supervisory role • Hands-on experience in menu development, costing, and seasonal adjustments. • Proficiency in inventory management, supplier negotiation, and ordering. • Strong knowledge of food safety, hygiene, and HACCP compliance • Proven ability to recruit, train, and supervise kitchen and service staff. • Strong communication and interpersonal skills to build a collaborative team culture 	

Key Accountabilities	
Quality Care/Service	<ul style="list-style-type: none"> • Food Preparation & Service: Prepare, cook, and plate high-quality dishes for breakfast, brunch, and lunch, maintaining consistency in flavor and presentation • Menu Development: Create daily specials, innovate new menu items, and research cafe food trends that best suit Mayflowers clientele • Kitchen Management: Manage day-to-day operations, including cleaning, organising, and ensuring equipment is functional.

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	<ul style="list-style-type: none"> ● Stock Control: Order ingredients, manage stock levels, and monitor food waste to ensure profitability. ● Staff Leadership: Supervise, train, and support junior kitchen staff.
Communication	<ul style="list-style-type: none"> ● Through various paths of communication build rapport and repeat patronage ● Liaison with Customers
Compliance	<ul style="list-style-type: none"> ● Compliance: Enforce strict health, safety, and sanitation regulations (HACCP). ● Adhere to the Food Safety Plan.
Skills and competencies	<ul style="list-style-type: none"> ● Participate in meetings and in-service training sessions ● Keep up to date with current industry best practice standards and ideas
Work Health Safety	<ul style="list-style-type: none"> ● Comply with the OHS Act 2004 including: ● Take reasonable care to ensure your own safety, not place others at risk by any act or omission, follow safe work practices and procedures, use and care for equipment as instructed, not wilfully and recklessly interfere with safety equipment, report hazards and injuries, and cooperate with Mayflower to meet WH&S obligations. ● Use and care of equipment undertaken as per manufacturers instructions

Key Performance Indicators
<ul style="list-style-type: none"> ● Increased patronage ● Café operates within Budget and raises a profit ● Consistent high standard of customer service and food/beverages is delivered ● All food safety standards complied with ● The work spaces and customer areas are maintained in a clean and presentable state at all times

I have read, understood and accept the above position description.

Employee Name:		Signature:		Date:	
Manager Name:		Signature:		Date:	

Copy to Employee Copy to Personnel File

Completed By: (Initials)

Date: / /