



KINROSS WOLAROI
— SCHOOL —

Executive Chef

Candidate Information Pack

Closing Date: 21 August 2026

August 2026



About Kinross Wolaroi School

Kinross Wolaroi School is a co-educational, independent day & boarding school of the Uniting Church. The School has a proud tradition of educating young people in its regional context and has been doing so for more than 140 years.

With a strong history of excellent academic results along with a diverse co-curricular program, Kinross Wolaroi School is a non-selective school with approximately 1,000 students enrolled (including more than 330 boarders in Years 7 to 12), located in the regional city of Orange, NSW. We firmly believe that the enjoyment of learning and the wellbeing of our students are paramount. Our students learn to think independently and develop a sense of authenticity that will be valuable in a world that is constantly evolving.

The School has two main campuses. The main campus, called *Wolaroi*, is a picturesque campus of 20 hectares and accommodates the main teaching facilities as well as the boarding facilities for boys' boarding. A second campus, called *PLC*, is located approximately five kilometres west of the main campus (on the opposite side of the city of Orange) and houses the girls' boarding facilities, a number of staff residences, a recreation and examination centre, an outdoor swimming pool and playing fields.

All classroom activities (the normal school day activities) for all students enrolled in Pre-K to Year 12 occur on the Wolaroi Campus. The main campus also includes a performance theatre, an auditorium, a sports complex including gymnasium and indoor swimming facilities, a medical centre as well as five playing fields.

For more information on our School, please visit www.kws.nsw.edu.au.

About Orange

Kinross Wolaroi School is located in Orange, New South Wales – a vibrant and sophisticated regional centre widely recognised as one of Australia's most desirable places to live and work.

Set among rolling hills, vineyards and rich agricultural land, Orange offers a unique blend of professional opportunity, community connection and exceptional lifestyle. The region continues to experience steady growth across key industries including health, education, agriculture, professional services and advanced manufacturing.

Orange has built a national reputation for its award-winning **food and wine scene**, its thriving **arts and cultural community**, excellent **healthcare and education infrastructure** and a strong sense of **regional identity and connection**.

The city is regularly recognised in national liveability rankings and frequently features in media as one of Australia's leading regional destinations for both families and professionals seeking a high quality of life.

For those relocating, Orange offers:

- a genuine work-life balance
- access to quality schooling, childcare and healthcare
- a safe and welcoming community
- proximity and connection to Sydney (~3.5 hours by car, ~45 mins by plane), Canberra (~3 hours by car), Brisbane and Melbourne (~1.5 hours by plane) while retaining a strong regional character

For many of our staff, living and working in Orange is not a compromise – it is a deliberate and highly rewarding choice.



Why join Kinross Wolaroi?

At Kinross Wolaroi School, our kitchen is about much more than just providing meals. It is an integral part of our community, our boarding experience and our commitment to student wellbeing. As Executive Chef, you will have the opportunity to shape the dining experience of more than 1,000 students and staff, including over 330 boarders who rely on the School's catering services every day.

This is a rare opportunity for an experienced hospitality professional to combine their passion for food, leadership and service within a purpose-driven educational environment. You will lead a dedicated catering team, influence the health and wellbeing of young people, and play a key role in delivering an exceptional dining experience across one of regional Australia's leading independent schools.

At Kinross Wolaroi School, you will benefit from:

- **Leadership with genuine impact** – oversee a significant catering operation and contribute directly to the wellbeing and daily experience of students, staff and the broader School community.
- **A culture of continuous improvement** – bring new ideas, innovation and industry best practice to a well-established catering service committed to excellence.
- **A supportive and values-driven workplace** – work within a collaborative leadership team that values professionalism, care, integrity and service.
- **Meaningful and varied work** – from daily meal services and boarding operations to special events, hospitality functions and strategic projects, no two days are the same.
- **Investment in people and development** – be supported to grow your leadership capability and contribute to the future direction of catering services at the School.
- **A vibrant regional lifestyle** – enjoy the benefits of living and working in Orange, one of Australia's premier food and wine regions, renowned for its strong community, excellent amenities and outstanding quality of life.

Most importantly, this role offers the opportunity to make a lasting difference. Every meal served contributes to the health, wellbeing and success of young people, making this a highly rewarding position for a chef who is passionate about both hospitality and people.



POSITION OBJECTIVES & RESPONSIBILITIES

The Executive Chef is responsible for overseeing the day-to-day kitchen operations, creating nutritious and balanced menus, ensuring high food quality standards, managing kitchen staff, and maintaining a clean, safe, and efficient kitchen environment.

Reporting to the Executive Director, Corporate & Governance, the incumbent is responsible for delivering quality meals, managing food costs, and ensuring compliance with health and safety regulations. The Executive Chef will also be responsible for developing a motivated kitchen team, adhering to dietary requirements, and fostering a positive and productive work environment.

The Executive Chef is responsible not only for the delivery of high-quality catering services, but also for fostering a positive team culture, driving continuous improvement, maintaining strong stakeholder relationships, and contributing to the strategic development of the School's catering operations. The role is accountable for achieving high standards of food quality, service delivery, financial performance, staff leadership, compliance and customer satisfaction across all catering functions.

The Executive Chef can expect to liaise with:

- The Principal
- The Deputy Principal
- Executive Director, Head of Senior School
- Director, Head of Girls Boarding
- External Providers
- Executive Director, Corporate & Governance
- Operations Manager - Services
- Director, Human Resources
- Director, Head of Boys Boarding
- Students



POSITION DESCRIPTION

The following outline describes the key duties and accountabilities of the role; it is not exhaustive and may change to meet School priorities.

Area	Responsibilities
Menu Planning, Nutrition and Food Quality	• Plan, develop and update menus that meet nutritional guidelines and accommodate various dietary needs (e.g., allergies, vegetarian, gluten-free, etc.). • Liaise with the contracted School Dietitian on a regular basis for guidance on menu planning and the preparation of a variety of fresh and nutritious meals. • Liaise with the Heads of Boarding regarding menu requirements, student preferences and special dietary needs of boarders and staff. • Ensure meals are nutritious, balanced, appealing and aligned with contemporary best practice in student nutrition. • Oversee the preparation and cooking of meals, ensuring consistency in quality, presentation and taste. • Ensure menus are seasonal, cost-effective, and provide sufficient variety for students and staff. • Monitor meal costs and adjust menus to ensure financial targets are achieved while maintaining food quality • Champion healthy eating practices that support student wellbeing, development and academic performance. • Seek and respond to feedback from students, boarding staff and School leadership regarding menu offerings and dining experiences.
Kitchen Operations and Service Delivery	• Oversee the day-to-day operation of the School's catering services to ensure efficient, safe and effective service delivery. • Ensure food is prepared, stored and served in accordance with food safety standards and School procedures. • Conduct regular checks on food storage and ensure appropriate handling and rotation to minimise waste. • Oversee stock management, ensuring adequate levels of ingredients and supplies are maintained. • Manage stock rotation and monitor the condition of stock to prevent spoilage or unnecessary waste. • Establish and maintain effective relationships with suppliers to ensure quality, value for money and continuity of supply. • Participate in procurement, quotation and tender processes as required by the School. • Utilise catering and kitchen management systems to support ordering, stock control, allergen management and operational efficiency. • Ensure food delivery, storage, traceability and inventory controls are maintained to the required standard.



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Area	Responsibilities
People Leadership and Team Management	• Lead, supervise, motivate and develop kitchen staff to ensure a productive and efficient team environment. • Provide leadership to the kitchen team, fostering a positive, respectful, and collaborative work environment. • Recruit, induct, train, supervise and develop catering employees in accordance with School policies and procedures. • Ensure all catering staff are rostered, deployed and utilised effectively to meet operational requirements. • Develop staff rosters that balance service delivery requirements with labour budget expectations. • Conduct regular team meetings, coaching discussions and performance reviews. • Provide constructive feedback, mentoring and support to develop employee capability and performance. • Promote a culture of continuous learning and professional growth by supporting and encouraging relevant professional development opportunities for both self and members of the catering team. • Identify training and development needs within the catering team and facilitate appropriate training, coaching and skills development to enhance individual and team capability. • Manage employee performance concerns, workplace issues and development opportunities in a timely and professional manner. • Promote teamwork, accountability, professionalism and high standards of behaviour across the catering team.
Stakeholder Engagement and Customer Service	• Develop and maintain effective working relationships with students, staff, boarding personnel, suppliers and School leadership. • Work collaboratively with Heads of Boarding to ensure the catering experience supports student wellbeing and the broader boarding program. • Communicate effectively with management regarding operational matters, issues, risks and opportunities for improvement. • Actively seek stakeholder feedback regarding catering services and implement improvements where appropriate. • Ensure a high standard of customer service is delivered to students, staff, parents, visitors and guests (as applicable). • Build positive relationships with key stakeholders to support continuous improvement in catering services.



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Area	Responsibilities
Financial Management and Procurement	• Manage the catering budget effectively, ensuring financial targets are met and resources are utilised responsibly. • Monitor and control food costs, labour costs and consumable expenditure. • Minimise wastage and maximise value for money while maintaining quality standards. • Prepare and contribute to annual budget planning processes. • Complete stocktakes and maintain accurate inventory records. • Monitor key financial and operational measures including food cost percentages, wastage, labour utilisation and stock variances. • Prepare reports on catering operations, expenditure and performance as required.
Compliance, Food Safety and Risk Management	• Ensure the kitchen meets all health, food safety and hygiene regulations and standards. • Ensure compliance with Food Standards Australia New Zealand requirements, applicable NSW legislation and School policies. • Maintain records relating to food safety practices, cleaning schedules, food handling and compliance obligations. • Conduct food safety, operational and workplace health and safety risk assessments and implement appropriate control measures. • Ensure all staff follow safe operating procedures and safe food handling practices. • Maintain all required kitchen management, food safety and compliance documentation. • Ensure catering staff complete and maintain mandatory food safety, workplace health and safety and compliance training. • Report, investigate and respond appropriately to incidents, hazards, near misses and non-compliance matters. • Uphold the School's child safeguarding obligations and maintain a strong commitment to student wellbeing.
Strategic Development and Continuous Improvement	• Contribute to the strategic development of the School's catering operations and dining experience. • Develop and implement innovative catering initiatives that enhance the dining experience and support the School's aspiration to provide industry-leading catering services for students and staff. • Monitor industry trends, emerging technologies and best practice in educational and boarding school catering. • Identify and implement opportunities to improve service quality, operational efficiency and customer satisfaction. • Review catering operations regularly and recommend improvements to systems, equipment, menus and service delivery. • Establish benchmarks and performance measures to support continuous improvement. • Promote environmentally sustainable catering practices, including waste reduction, responsible sourcing and efficient use of resources.



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Area	Responsibilities
School Events and Hospitality Services	• Oversee catering support for School events, functions, community activities, alumni events, open days and special occasions as required. • Coordinate catering resources to ensure appropriate service levels are maintained during School events. • Assist with the planning and delivery of hospitality services that enhance the School's reputation and community engagement.
Other Duties	• Attend to other matters appropriate to the position, consistent with the skills of the incumbent, as directed by the School.

This position description may change within the scope of the role at the discretion of the Principal or Executive Director, Corporate & Governance. Employees may also be required to undertake other reasonable duties as directed.

Professional Review

This position description as outlined above is intended as a framework for professional review. The School reserves the right to alter roles and responsibilities requirements as required.

Reporting

In all matters concerning their employment, all employees are ultimately responsible to the Principal. However, in relation to this role, for practical purposes these functions are delegated to the Executive Director, Corporate & Governance (the Supervisor).



SELECTION CRITERIA

Essential Professional Criteria

- Leadership & Team Management: Proven ability to lead, motivate, and develop a diverse kitchen team.
- Culinary Expertise: Advanced culinary skills and a deep understanding of food preparation, presentation and nutrition.
- Menu Development & Planning: Ability to develop creative, seasonal and balanced menus that meet dietary guidelines, food allergy requirements and student preferences.
- Time Management: Effective at managing time and ensuring that tasks are completed efficiently within tight deadlines.
- Operational Management: Experience managing kitchen operations, ensuring smooth workflows, and maintaining consistent food quality.
- People Leadership & Performance Management: Demonstrated ability to recruit, develop, coach, supervise and performance manage staff while fostering a positive, accountable and high-performing workplace culture.
- Health, Safety & Hygiene Compliance: Thorough knowledge of food safety regulations and best practices, including HACCP and Food Allergen compliance.
- Budgeting & Financial Management: Experience managing kitchen budgets, controlling food costs and maximizing profitability (if experience in a commercial catering environment).
- Supplier & Contract Management: Experience managing supplier relationships, negotiating value-for-money purchasing arrangements and maintaining continuity of supply.
- Problem Solving & Decision Making: Strong decision-making skills with the ability to resolve issues in a fast-paced environment.
- Stakeholder Engagement: Ability to build effective relationships with students, boarding staff, school leadership, suppliers and other stakeholders to support continuous improvement in catering services.
- Attention to Detail: High attention to detail in food preparation, cleanliness and operational processes.
- Technology & Systems: Competence in utilising catering, stock control and kitchen management systems to support operational efficiency, reporting and food safety compliance.



Desirable Professional Criteria

- Successful completion of a Diploma in Commercial Cookery or equivalent qualification.
- Catering event management, in a multifaceted kitchen environment.
- Experience in a boarding school, residential college or similar large-scale institutional catering environment.
- Demonstrated experience implementing sustainability and waste reduction initiatives.
- Experience using catering management, stock control or kitchen management software.
- Formal leadership or management qualifications
- Intermediate ICT skills in the MS Office suite.

Personal Qualities

- Passionate about providing quality meals for students and staff.
- Strong work ethic and dedication to upholding high standards in all aspects of kitchen management.
- Excellent communication skills, fostering positive relationships with students, staff, and other stakeholders.
- Ability to maintain a calm and composed demeanour under pressure.
- Demonstrate commitment to the Mission, Vision and Values of the School and the ethos of the Uniting Church.
- Have a comprehensive understanding of 'Duty of Care' and place a high value on child wellbeing.

Education and Training

- Certificate IV in Commercial Cookery or equivalent qualification.
- Minimum of 3 years in a similar role within a commercial or school catering environment.
- First Aid Qualification (or willingness to undergo training).
- Supervisor Safe Food Handling Certification (or equivalent).



General Expectations for staff at KWS

- Support for the culture of an Independent Uniting Church School is an essential prerequisite for all employees.
- Willingness to support the Mission and Values of KWS.
- Serve as a good ambassador of the School. This includes conducting oneself in accordance with the professional standards of the School, including being well-groomed and professionally attired.
- Take an active interest in the general life of the School – supporting policies, procedures, aims and objectives to facilitate the day-to-day operation of, and promote a high quality of education within, the School.
- Attend staff meetings and training when required.
- Ensure all students and parents are provided with a quality service in a timely, efficient and friendly manner.
- Maintain professional confidentiality concerning information about staff and/or students and their families.
- Ensure that all documents are prepared and presented in accordance with the School's Style Guide.

Workplace Health & Safety

- Be informed of and comply with WHS legislative and associated requirements (as employer makes information available, employee is to take steps to understand how it applies to self).
- Observe Kinross Wolaroi School WHS Protocol.
- Identify WHS information and training needs for self.
- Be involved in WHS projects according to priorities set by consultative processes and management direction.
- Comply with WHS initiatives as directed and agreed with management and consultative processes.
- Comply with safe work procedures as instructed by supervisor or manager.
- Comply with legal and reasonable instructions from employer representatives.
- Report all hazards, accidents and incidents to your supervisor and comply with WHS Committee recommendations.

Working with Children Clearance

The *Child Protection (Working with Children) Act 2012* (NSW) applies for anyone working in child related employment. It is expected that a verified Working Children's Check Clearance will be provided before commencement of duty for any role at the School and that the employee will ensure this clearance is maintained and updated as required whilst ever employed at KWS.

Right to Work in Australia

Kinross Wolaroi School is not in a position to sponsor entry into Australia. In applying for an Australian based position, you will be expected to already have valid Australian work rights (permanent residency or applicable work visa). Information on Australian visas and working entitlements are available from the Department of Immigration.



APPOINTMENT CONDITIONS

Employment will be offered on the basis of a permanent full-time position, commencing by negotiation. Employment will be offered subject to a period of probation, defined as six months in accordance with *the Fair Work Act 2009* (Cth).

Some out of hours' work is required. Flexibility and adaptability in regard to work hours is an essential component of this role. This position may include some rostered weekend work. Shifts available for roster include day shifts starting at 7am and afternoon shifts finishing at 7pm, Monday to Sunday.

Remuneration will be according to the *Independent Schools NSW (Professional and Operational Staff) Cooperative Multi-Enterprise Agreement 2025 (CMEA)*, as amended from time to time, or any subsequent industrial instrument that replaces it.

Comprehensive terms and conditions of appointment will be the subject of a separate employment agreement.

APPLICATION

To make a confidential enquiry about the position, please contact the Human Resources Department on recruitment@kws.nsw.edu.au.

To apply for this exciting role, please submit the following to recruitment@kws.nsw.edu.au:

- **A cover letter** outlining your overall suitability for the position, including insights into who you are and what you have achieved during your career. Please ensure your cover letter addresses the Essential Knowledge, Skills and Attributes as well as the Essential Professional Criteria.
- **A Curriculum Vitae (CV)** clearly outlining your qualifications (including the institution and the date completed), career history and current contact details.

Please include at least two referees at the end of your CV with their name, current position and contact details.

Referees will not be contacted without your prior agreement.

Preferred applicants will be screened in accordance with Child Protection legislation.