



Position Description

DATE:	June 2021
POSITION:	Chef
AWARD:	Restaurant Industry Award 2010
CLASSIFICATION:	Cook Grade 3 (Tradesperson)
RESPONSIBLE TO:	Head Chef

POSITION OVERVIEW

The primary role of the Chef is to use your training and qualifications to control one or more stations in the kitchen, prepare, cook and deliver dishes at very high standards and provide assistance to all other chefs to ensure customers are served with accuracy and in a timely manner. In all aspects of your employment in this role, you must comply with food safety regulations, venue policies and staff guidelines.

ORGANISATIONAL EXPECTATIONS

All employees are expected to respect the confidentiality of the individual, and to treat members of our community with courtesy and respect. All employees are bound by the requirements of government regulations, together with the venue's policies, and procedures, and are expected to maintain a healthy and safe work environment. You are required to take reasonable care for your own health and safety, and that of others who may be affected by your actions or omissions. You must also cooperate with any reasonable instruction, policy or procedure in relation to Work Health and Safety, and report incidents and hazards in accordance with reporting procedures.

All employees recognise and accept that multi-skilling is an essential component of the venue, and all employees may be required from time to time to undertake duties that are outside of their normal position description but within their skills, competency and capability.

Staff shall not use confidential information to gain advantage for themselves, their related persons, or for any other person or body, in ways, which are inconsistent with their obligation to act impartially. Nor should such information be used improperly to cause harm or detriment to any person, body or the venue.

Proof of any required qualifications will also be required prior to commencement and on an ongoing basis as compliance requires.

RELATIONSHIPS AND AUTHORITY

This position is responsible to the Head Chef. This position requires a professional approach, an adaptable work speed and a high level of customer service skills. This person is expected to work in a manner that promotes effective and harmonious relations with colleagues and other stakeholders.

SKILLS AND KNOWLEDGE

Required:

- A Certificate III in Commercial Cookery is required for this position. You will be required to provide a copy of your qualification prior to commencing.
- A minimum of two years' experience in a similar role is considered appropriate training.
- A passion for the hospitality industry and your career within it, and solid food and beverage knowledge
- Exceptional communication and time management skills.
- A strong knowledge and commitment to upholding food safety procedures and compliance obligations.
- Exceptional problem-solving skills and willingness to resolve issues with appropriate, creative solutions.
- The Consortium Qld Pty Ltd is licensed to sell alcohol. You are therefore required to observe your responsibilities under The Liquor Act 1992 (Qld) at all times.

Desirable:

- Certificate III in Hospitality
- Qld Responsible Service of Alcohol Certificate.
- Staff training experience

THE CONSORTIUM QLD PTY LTD

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KEY ACCOUNTABILITIES

1. **Maintain and deliver high standards of customer service, workplace behaviour and team collaboration:**

- Work with both the back of house and front of house teams in a positive, collaborative and supportive manner, ensuring your conduct is respectful and considerate at all times.
- Maintain effective two-way communication with your back of house colleagues and ensure you keep up-to-date with procedural and product changes, business improvements and industry trends, and feel comfortable offering ideas and/or raising concerns.
- Understand that the venue's goal is to exceed our customers' expectations in both product and service and be flexible when dealing with special requests.
- Be an ambassador of these values and participate in individual and group training as required.

2. **Produce dishes that align with the venue's marketing strategy and financial objectives:**

- Ensure you adhere to portions and costings, to ensure the Head Chef can reach overall food costings below 28%.
- Ensure you produce dishes with high quality, fresh ingredients and notify your managers of wastage, out-of-stock ingredients and items that have been delivered in a lower-quality state than usual.
- Ensure you're adaptable to seasonal food menus and adjust to changes quickly using seasonal ingredients.
- Ensure dishes are created accurately for vegetarian, gluten-free/coeliac dietary requirements for the safety and comfort of our guests.

3. **Ensure the highest quality dishes are delivered to customers in a timely manner:**

- Ensure all dishes on food menus can be supplied during your shift, by actively and effectively contributing to stock control management and preparation schedules.
- Ensure the preparation and plating of all dishes is consistent with the prescribed outlines, and ensure you seek further training if you're unsure of the proper way to complete a dish.
- Ensure the pace at which you work coincides with the pace required of peak periods – step up your game during busy times.

4. **Be a proactive member of the back of house team:**

- Participate in performance reviews, and be responsive to items which need attention.
- Welcome new staff in a friendly and collaborative manner.
- Be responsible for incidents you are involved in, ensuring the proper documentation is completed and all evidence is provided in a timely manner.

5. **Contribute to the successful financial management of the back of house:**

- Maintain portion sizes
- Ensure dishes are completed accurately and in a timely manner to decrease the possibility of re-makes.
- Ensure you use the WorkZone App to record your shifts accurately. This is a requirement of your employment and will ensure no delays occur in the processing of your wages.
- Use cleaning and disposable products thoughtfully, and ensure you contribute to the proper storage of all back of house items.
- Ensure you contribute to minimum wastage by effective stock control and accuracy of dishes.
- Minimise equipment repair and replacement costs by ensuring proper care is taken when using all equipment, and by advising managers immediately about any maintenance requirements.

6. **Maintain the highest standards of hygiene, cleanliness and appearance:**

- Comply with all Brisbane City Council food premises requirements and government food safety regulations.
- Take pride in a clean and organised kitchen – identify areas of deep cleaning in downtime and participate proactively in cleaning tasks.
- Comply with the company policies, and ensure your appearance and hygiene is of a high standard.

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