

## POSITION DESCRIPTION

<b>Position Title:</b>	<b>Chef</b>
<b>Business Unit:</b>	Business Enterprises
<b>Business Division:</b>	Community & Pathways
<b>Reports To:</b>	Site Supervisor
<b>Classification:</b>	genU Business Enterprises, Enterprise Agreement. Level 3
<b>Date Prepared/Updated:</b>	November 2022

### The genU way

genU is short for Generation You. Because whatever generation you belong to, whether you're young, old, or somewhere in between, what unites us is the belief that neither disability nor ageing are disadvantages to be endured but challenges to be met boldly, achievements to be had and adventures in the making. Our mission is to enable each person we support to live the life they choose.

## OUR VALUES



### Business Unit Overview

genU Business Enterprises provides supports in employment for people living with a disability. It's a social enterprise, committed to providing a supportive work environment while operating to the highest commercial standards.

The variety of contracts that genU is involved with enables employees to develop a wide range of workplace skills and experience while interacting with the wider community.

### Position Purpose

The purpose of the Chef position is to oversee the kitchen function and support the team with varying abilities to reach their full potential.

A Chef will be responsible for ensuring that the standard and quality of the food production and the hygiene within the kitchen is maintained at the highest level at all times. This role is very much hands-on, requiring attention to detail and a positive work attitude.

## Key Accountabilities of Role

- Offer training and guidance to supported employees, enabling them to be productive members of the team
- Develop a bespoke seasonal, local menus and recipes in alignment with participant source and market appetite
- Oversee the ordering and control of stock levels
- Assist the kitchen to ensure that products and services are ready to be delivered in accordance with customer requests/needs
- Implement continuous improvement recommendations as directed by the Supervisor
- Assist with the internal auditing schedule as directed by the Supervisor
- Ensure all regulatory requirements are met and an A-rating is maintained
- Ensure all staff are clear and aware of their duties and what is expected of them
- Ensure cost control & financial reporting relating to ingredients, food, drinks, equipment and logistics are discussed with the site Supervisor
- Ensure wastage is minimised by careful supervision of food preparation methods
- Keep the kitchen staff engaged, focused, calm, and working to their best capacity, especially when under pressure
- Be an engaged and active member of the Business Enterprises Hospitality team
- Provide excellent customer service to all internal and external stakeholders
- Demonstrate reliability, punctuality, and professionalism in all work-related tasks
- Provide accurate and timely completion of tasks and ability to meet business needs as required
- Compliance with all relevant genU policies, procedures and work instructions
- Ensure staff are aware of and follow safe work practices at all times
- Work within OH&S guidelines required to maintain a safe working environment
- Report any faults of plant and equipment or safety risks immediately
- Participate in genU training and development programs as required
- work at different sites as required and planned
- Other reasonable tasks as directed from time to time (genU will engage in a discussion with you regarding any alternate tasks you may be asked to undertake).

### Key Working Relationships:

#### Internal:

- Business Enterprises Managers
- Business Enterprises Staff
- Business Enterprises Supported Employees
- genU Corporate Services

#### External:

- genU Customers
- External Stakeholders
- Suppliers

#### Member of:

- Community & Pathways

### Key Selection Criteria & Qualifications:

#### Qualifications:

- Certificate III Commercial Cookery

#### Essential:

	<ul style="list-style-type: none"> <li>• High level communication and interpersonal skills in order to communicate effectively within a fast-paced environment</li> <li>• Ability to cost recipes and work within the budget and cost of goods percentages</li> <li>• Previous experience in high volume cooking environment</li> <li>• Ability to delegate tasks effectively, adjusting to the audience</li> <li>• Demonstrated experience in developing dynamic menus and food concepts. Knowledge of safe OH&amp;S kitchen practices including safe food handling</li> <li>• An attention to detail and eye for beautiful food presentation</li> <li>• Knowledge of waste wise kitchen practices</li> <li>• Ability to implement and follow a Food Safety Plan</li> <li>• Willingness to share skills, knowledge, and expertise with people of all abilities</li> <li>• Current driver's license</li> <li>• NDIS Screening Workers Check</li> <li>• NDIS Worker Orientation Module Certificate of Completion</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Experience in large scale food delivery and catering environment.</li> <li>• Experience in food ordering, stock or inventory management.</li> </ul>
<b>Cultural Fit:</b>	<p>In addition to the selection criteria outlined above, the successful applicant must be able to demonstrate they are committed to the genU Vision, Mission and Values and will bring a collegial approach to the genU workforce and incorporate these values and behaviours.</p> <p>genU values diversity and encourages applications from Aboriginal and Torres Strait Islanders, people with disabilities and from culturally and linguistically diverse backgrounds. genU is committed to making reasonable adjustments where operationally viable.</p>
<b>General Information:</b>	<p>Employment terms and conditions are provided according to relevant award/agreement.</p> <p>This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role.</p> <p>It is not intended to be an exhaustive list of all responsibilities, duties and skills required. genU reserves the right to modify position descriptions as required. Employees will be consulted when this occurs.</p> <p>genU recognises the increased importance of workplace flexibility and will reasonably consider requests for flexibility to balancing work, life and family needs.</p>