

POSITION INFORMATION

Directorate	Corporate Services
Reports To	Venue Manager
Position Number	TCT3
Grade	Grade 5 in Council's salary system
Location	Narrabri Shire
Award	Local Government (State) Award

POSITION OBJECTIVE

The Head Chef is responsible for the preparation, production and quality of all food services for The Crossing Theatre's café, functions and events.

KEY RESPONSIBILITIES

- Manage the day-to-day activities of The Crossing Theatre's Café and ensure the efficient and smooth operation of the kitchen.
- Make informed decisions and recommendations and provide concise professional advice to internal and external stakeholders on catering and related matters.
- Keep abreast of current trends in order to design and produce delicious, nutritious and innovative menus to promote the Theatre as a premier dining destination.
- Develop and maintain effective working relationships with suppliers to ensure the best possible food costs are matched with premium quality produce - a sustainable focus is encouraged with a view to showcasing local produce.
- Ensure stock is maintained at agreed levels and produce are used quickly and rotated systematically.
- Manage and control daily food costs to ensure food production is achieved within agreed budgetary guidelines and profits are maximised.
- In conjunction with the Venue Manager, recruit, train and develop staff to achieve high standards of quality food production.
- Coordinate and prepare duty rosters, taking into account planned business activities and staff absences.
- Liaise with the Event team for event requirements and menu selections to ensure client requests are met and their event runs smoothly.
- Ensure compliance with Food Safety programs and relevant Health and Safety regulations and promote a culture of essential hygiene practices connected with cooking and storage of food and the importance of clean, tidy and hygienic working practices. Lead by example in observing the rules concerning personal hygiene and appearance.

GENERAL

- Comply with Council's Corporate Values, policies and procedures.
- In accordance with the Workplace Health and Safety Act employees must, while at work take reasonable care for their own health and safety; take reasonable care for the health and safety of others and comply with any reasonable instruction from Council.

NOTE:

- Employees may be required to participate in the on-call roster, weekend work, reasonable overtime and disaster and emergency situations when required.
- Employees may be required to undertake duties within the limits of their skill, competence and training, consistent with the applicable band and level within the Award, in any area of Council.

REPORTING RELATIONSHIPS

Direct Reports: 1

Indirect Reports: 0

COMPLIANCE TRAINING AND LICENCE REQUIREMENTS

- Qualified Chef Trade.
- First Aid Certificate.
- Intermediate/Advanced Food Hygiene Certificate.
- Current Class C Driver Licence.

AUTHORITY & DELEGATIONS

Authority and delegations applicable to this position are laid out in Council policies and delegations register which are updated from time to time. Refer to these controlled documents for specific information.

SELECTION CRITERIA

Essential

- Chef Trade qualification and Certificate IV in Hospitality (Commercial Cookery), together with extensive hands-on experience in large scale catering operations with a clear understanding of the logistics of functions catering.
- Experience in innovative menu planning and design, and producing and presenting food in line with current trends with a concern for competing against a standard of excellence.
- Experience in controlling daily food costs and setting and meeting budgets.
- Demonstrated experience in managing and guiding staff with the ability to effectively transfer ideas, concepts and information, speak clearly and persuasively in positive or negative situations and listen and seek clarification.
- Well-developed organisational and time management skills with the capacity to prioritise work within an environment of fluctuating workloads and changing priorities.
- Demonstrated excellent customer service, interpersonal and communication skills with the ability to develop and maintain positive and effective partnerships with internal and external customers.
- Ability to produce routine correspondence and reports and has intermediate keyboard and computer skills including sound working knowledge of the Microsoft Office Suite.

Desirable

- Menu design and production skills.

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I hereby agree that this role statement accurately reflects work requirements.

AUTHORISATION

HR Manager:	_____	Date:	_____
Line Manager:	_____	Date:	_____
Director:	_____	Date:	_____
Employee:	_____	Date:	_____