

POSITION DESCRIPTION

SOUS CHEF

Position Description

Directorate:	Financial and Commercial Services
Reports to:	Head Chef
Position Number:	
Classification:	Grade 3 in Council's salary system
Location:	Narrabri Shire
Award:	Local Government (State) Award

This document describes the key responsibilities of the position and is not designed to be prescriptive. The staff member can expect to undertake other duties in addition to those described in this document. All staff are expected to demonstrate behaviours that align with Narrabri Shire Council core values, Code of Conduct and Equal Employment Opportunity Principles.

Position Objective

The Sous Chef is responsible for assisting the Head Chef in administration of the kitchen and the coordination, preparation and production of consistent high-quality food for the Crossing Theatre's café, functions and events.

Key Responsibilities

Operational

- Assist the Head Chef in the day-to-day running of The Crossing Theatre's kitchen.
- Assist the Head Chef in planning, designing, and costing of innovative café, event, and specials menus.
- Assist the Head Chef in developing and maintaining workflow efficiencies.
- Produce consistent high-quality meals in line with current trends.
- Assist the Head Chef in developing cost and waste minimisation strategies.
- Efficiently coordinate and conduct food preparation and service in a timely and consistent manner.
- 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.
- Assist the Head Chef in training new and existing kitchen staff.
- Track, record and replenish stock as required.
- Oversee café and catering operations in the absence of the Head Chef.

- Assist the Head Chef in provisioning for Café and Catering operations while working within agreed budgetary requirements.
- Monitor WHS practices in the kitchen.

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.
- 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	Nil
Indirect Reports	Nil

Compliance Training and Licence Requirements

This position needs to be able to attain and uphold the following licences/accreditations:

- Intermediate/advanced Food Hygiene Certificate.
- Current NSW Class C Driver Licence.

Authority and 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 accurate and specific information.

Selection Criteria

Essential

- Trade Certificate in Commercial Cookery or 5+ years' experience in large catering operations
- 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.
- Available to work a variety of shifts.

Desirable

- Current First Aid Certificate

Document Review Date

August 2023

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

Authorisation

Manager People and Values:

Director:

General Manager:

Employee:

[candidate_title] [candidate_first_name] [candidate_last_name]	[acceptance_status]	[acceptance_date]

Name

Signature

Date (dd/mm/yyyy)