

POSITION DESCRIPTION

TCT CHEF

Position Description

Directorate:	Financial and Commercial Services
Reports to:	Head Chef
Position Number:	CF7
Classification:	Grade 2 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 Chef is responsible for the preparation and production of consistent high-quality food for the Crossing Theatre's café, functions and events.

Key Responsibilities

Operational

- Assist in the day-to-day running of The Crossing Theatre's kitchen.
- Contribute to the planning and design of delicious, nutritious and innovative menus.
- Produce consistent high-quality meals in line with current trends.
- Minimise costs and wastage by ensuring stock is maintained at agreed levels and produce are used quickly and rotated systematically.
- Efficiently conduct day to day duties i.e. 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.

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

Preferred

- Demonstrated experience in a commercial kitchen environment.
- 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

October 2019

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

Authorisation

EMHR:

Director:

General Manager:

Employee:

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

Name

Signature

Date (dd/mm/yyyy)