

Position Description – Executive chef – Site Lead Chef

Title	Executive chef – Site Lead Chef	Date Prepared	February 2025
Reports to	Venue manager	Approved by	HR

Position Overview

The Executive Chef – Site Lead Chef plays a pivotal role in delivering an exceptional culinary experience for students, staff, and guests at Site. This role requires a visionary and hands-on leader who ensures the consistent delivery of high-quality, nutritious, and innovative meals while fostering a positive and collaborative kitchen culture.

As the culinary lead, the Executive Chef is responsible for menu innovation, kitchen team leadership, cost management, compliance, and continuous improvement in food service operations. This role is essential in upholding Site's reputation for excellence in residential and educational dining, supporting student well-being through high-quality food and a focus on sustainability.

Key Responsibilities

Operational Leadership:

Oversee all culinary operations at Site, ensuring consistency in food quality, nutrition, and presentation. Develop and implement seasonal, innovative menus tailored to the needs of a diverse college community. Ensure allergen management and dietary requirement compliance, adapting menus for specific student needs. Maintain the highest food safety and hygiene standards, adhering to HACCP, OH&S, and Site policies. Foster collaboration with college leadership and student groups to enhance dining experiences. Ensure the kitchen operates efficiently and cost-effectively, balancing quality with financial sustainability.

Team Management and Development:

Lead, mentor, and develop a high-performing culinary team, fostering a culture of excellence. Implement structured training programs to ensure skill development and succession planning. Provide hands-on coaching and guidance to chefs and junior staff, promoting best practices. Cultivate a team-focused and positive kitchen environment, prioritizing staff well-being and engagement.

Strategic Planning and Collaboration:

Work closely with senior leadership to develop and execute long-term culinary strategies that align with Site's values. Drive menu innovation, ensuring modern, student-centric offerings that balance nutrition and flavour. Identify opportunities for sustainability initiatives, including farm-to-table sourcing and waste reduction. Ensure food procurement aligns with ethical and sustainable sourcing practices.

Quality Control and Continuous Improvement:

Conduct regular kitchen audits to ensure compliance with food safety and Site service standards. Analyse student feedback and dining trends to drive continuous menu and service improvements. Introduce new culinary techniques, technology, and presentation trends to enhance the dining experience.

Succession Planning and Future Building:

Develop and implement a structured succession plan for culinary leadership roles, ensuring a robust pipeline of talent for future growth. Identify and mentor high-potential team members, providing them with opportunities for advancement and leadership development. Lead initiatives that build the future of the organisation, fostering innovation and creativity in culinary operations.

Staff Management:

Provide hands on assistance with the day to day training of kitchen management, chefs and junior staff.
Ensure all kitchen machinery has proper operation procedures in place and all kitchen staff are trained in the correct operating procedures.
Ensure all staff are trained in current hygiene and food regulations, and sanitation and cleaning procedures.
Ensure deliveries are accepted in a safe and hygienic manner, conforming to appropriate legislation.
Ensure the right people for the company are selected, recruited and measurably trained to the highest standards, in line with company image.
Validate the Food Safety Program at site level.
Ensure that company policy is fully briefed and understood during induction and fully adhered to at all times
Travel is part of the role and will be required to attend site around Australia & New Zealand to meet business needs.

Financial Management:

Monitor kitchen actual labour results to budget and explain variances
Responsible for meeting deadlines, monitoring food purchases and costs
Consult and seek Account Management Stakeholder approval for all expenditure on any large item spend.
Monitor Humanforce (including breaks) and ensures correct hours are worked
To improve the required standards as well as the expected profitability of the Food & Beverage Department with every decision you make
Identify & implement cost saving strategies to improve bottom line profit results in consultation with Venue manager

Compliance including Work Health & Safety

Ensure the best practise of Hazard Analysis Critical Control Points are adopted
Maintain and enforce Trippas White Group policies relating to fire, hygiene, health & safety
Adhere to all legislative requirements relating to food, industrial relations and the aforementioned
Manage and recommend appropriate action for all repairs and maintenance of kitchen equipment, fixtures and fittings
Accountable for total kitchen security/s
Ensure compliance with Food Safety Supervisor requirements
Support Site adherence to all Allergen and dietary requirements

Business Development and community engagement

Support student and faculty engagement programs, including cooking demonstrations and special events.
Strengthen relationships with local suppliers and farmers to enhance the college's culinary offerings.
Actively promote the Site dining experience, aligning with the college's reputation for excellence.

Qualifications & Experience Required

Proven experience as an Executive Chef or Head Chef in a high-volume educational, residential, or hospitality environment.
Strong understanding of culinary trends, nutrition, and dietary requirements within an educational setting.
Demonstrated ability to mentor, train, and develop kitchen teams.
Strong financial acumen, with experience in budgeting, cost control, and menu engineering.
Deep understanding of food safety compliance and workplace safety regulations.
Passion for innovation and continuous improvement in food service operations.

Measurement of Success

Key Result Areas (KRA's)	Key Performance Indicators (KPI's)
Operational Excellence & Team Development	• Conduct ongoing training and mentorship programs. • Maintain high team engagement and retention rates. • Develop a clear succession plan for future leadership roles. • Maintain high-quality food standards. • Innovate and improve menu offerings based on feedback. • Implement sustainable and cost-effective procurement strategies.
Customer Satisfaction	• Active in securing new business • Complaints dealt with promptly and amicably • Repeat retention of existing client business • Industry Recognition and Awards – • Maintain high student and staff satisfaction scores. • Ensure high retention of meal plan participants. • Promptly resolve complaints and feedback to enhance service..
Compliance	Compliance with (including but not limited to) : • Adherence to Site policies and Trippas White Group standards. • Food Safety Regulations • HACCP • Federal and State Industrial Relations • OH&S • WorkCover
Internal Procedures	• HR & Payroll processes are complete and up to date • Code of Conduct is adhered to rigidly • Preferred Suppliers Policy is adhered to • Purchasing and Goods Receipting Compliance • Company Policy and Procedures are understood, promoted and followed

Acceptance

I, _____, have read and understood the responsibilities outlined in this Executive Chef – Site Lead Chef position description. I acknowledge that this document provides a general overview of my role and may be subject to updates as required. I agree to this position description being revised on a regular basis to ensure relevance, currency and appropriateness.

SIGNATURE: _____ **DATE:** _____