

Position Description

Title	Chef	Date Prepared	19 January 2024
Reports to	Head Chef	Approved by	HR

Main Purpose of Role

- The primary purpose of the role of a Chef is to assist the Head Chef in the smooth running of preparation and service and support in the areas of:
 - Up holding Hygiene Standards
 - Up holding Food Safety Standards
 - Up holding OH&S Standards
 - Preparing quality food to specification of Head Chef

Key Responsibilities

General

- Maintain a high standard of presentation and grooming including personal hygiene with special attention to fingernails, hands, and hair care.
- Act responsibly, perform work duties in accordance with workplace Health & Safety standards and wear Personal Protective Equipment where required
- Ensure that back of house is kept clean and tidy at all times, including fridge and freezers and other store areas.
- Communicate effectively with fellow staff and managers
- Be fully conversant and comply with company policies and procedures
- Perform any other duties directed by senior chefs/managers
- Maintain an effective working relationship with all staff ensuring efficient lines of communication
- Ensure knowledge of legislative requirements, particularly food safety is current and relevant
- Report to Head Chef at the start of shift and upon completion of shift.

Cooking

- Maintain a high standard of operational hygiene and to fully comply with food hygiene regulations
- Ensure delegated tasks are completed from designated checklists and weekly work schedules at the end of every shift
- Have a full working and service knowledge of the cleaning materials and products used for the various cleaning tasks
- Prepare food to specification of Chef
- Write preparation lists
- Report order requirements
- Provide training and guidance to service staff on the presentation and display of food.
- Responsible for the presentation of all food and beverage, ensuring quality, quantity are consistently monitored, maintained and display is as per set specification.
- Ensure that all products stored or displayed are date coded, stock rotated and labelled correctly.

Measurement of Success

Key Result Areas (KRA's)	Key Performance Indicators (KPI's)
Kitchen Operations	○ Oversee efficient and streamlined kitchen operations. ○ Time taken for food preparation and service. ○ Effective inventory management to minimise waste and ensure ingredient freshness.

Compliance	Compliance with (including but not limited to): ○ Trippas White Group Policies and Procedures ○ Food Safety Regulations ○ WH&S ○ Kitchen Hygiene
Team Collaboration	○ Ensure staff are knowledgeable of processes and understand expectations. ○ Meet with staff and discuss the communication flow

Acceptance

I, _____, have read and understood the responsibilities contained within this document.

I understand that this position description is a broad reflection of my responsibilities and goals and not a prescriptive list of every task I will perform throughout the course of my employment. I agree to this position description being revised on a regular basis to ensure relevance, currency and appropriateness.

SIGNATURE: _____ **DATE:** _____