

Position Description – Head chef NGA x KBM – Canberra

Title	Head chef NGA X KBM – Canberra	Date Prepared	August 2026
Reports to	Executive Chef – Retail Canberra	Approved by	HR

Position Overview

The Head chef NGA X NGA – Canberra plays a critical role in supporting the Executive Chef – Retail Canberra in managing and overseeing culinary operations across National Gallery of Australia. This role is integral to ensuring the consistent delivery of high-quality food and service while providing leadership, structure, and a clear succession plan within the culinary team. The Head Chef, will be a key collaborator, helping to build the future of our culinary operations and fostering an environment of continuous improvement and innovation.

Key Responsibilities

Operational Leadership:

Support the Executive Chef – Retail in managing and overseeing culinary operations across the venues, ensuring consistency in quality, service, and presentation.

Implement and maintain culinary standards, policies, and procedures across all outlets inclusive of KBM.

Monitor food production and service levels to ensure compliance with health and safety regulations.

Team Management and Development:

Lead, mentor, and develop the culinary team, promoting a positive and collaborative work environment.

Implement and maintain training programs to enhance the skills and knowledge of kitchen staff, ensuring a strong pipeline of talent for succession planning.

Provide guidance and support to all chefs and kitchen staff, fostering a culture of continuous learning and improvement.

Strategic Planning and Collaboration:

Collaborate with the Executive Chef – Retail and other senior leaders to execute long-term culinary strategies that align with the organization's goals.

Work closely with procurement teams to ensure the sourcing of high-quality ingredients, optimizing cost-efficiency while maintaining culinary standards.

Partner with venue managers/chefs and other stakeholders to drive menu innovation, reflecting current trends and customer preferences.

Quality Control and Continuous Improvement:

Conduct monthly site audits to ensure adherence to culinary standards and identify opportunities for improvement.

Analyse customer feedback and operational performance metrics to drive continuous improvement initiatives.

Lead the implementation of new culinary concepts, techniques, and technologies to enhance the guest 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 organization, 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.
Maintain FSP at site level.
Ensure that company policy is fully briefed and understood during induction and fully adhered to at all times
Take appropriate disciplinary action after discussing with Executive chef Canberra/General Manager, for poor performance and non-compliance with company standards and procedures.
Ensure all necessary documentation including status change forms, tax declaration, contracts, job descriptions are completed and issued to Human Resources.

Financial Management:

To ensure that the Trippas White Group operational budget is strictly adhered to & that all expenses are strictly controlled to maximise profits throughout food & labour.
Reconcile weekly food results and explain variances to the General manager.
Monitor kitchen actual labour results to budget and explain variances
Responsible for meeting deadlines, monitoring food purchases and costs
Consult and seek Executive Chef – Canberra approval for all expenditure on any large item over the agreed budget limitations
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
Have full knowledge & understanding of the profit & loss statement.
Identify & implement cost saving strategies to improve bottom line profit results in consultation with Executive Chef – Canberra.
Report monthly operational figures directly to the Executive Chef – Canberra to monitor targets & identify areas for immediate improvement

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
Ensure compliance with Food Safety Supervisor requirements

Qualifications:

Proven experience as an Head Chef or similar senior culinary leadership role, preferably within a multi-site or large-scale operation.
Strong understanding of diverse culinary styles and trends, with a focus on quality and innovation.
Excellent leadership and team management skills, with a demonstrated ability to mentor and develop talent.
Strong organizational and time management skills, with the ability to manage multiple projects and priorities.
Ability to work collaboratively with a wide range of stakeholders, including culinary teams, venue managers, and senior leadership.
High level of financial acumen, with experience in budgeting, cost control, and financial analysis.
Culinary degree or equivalent professional training is preferred

Measurement of Success

Key Result Areas (KRA's)	Key Performance Indicators (KPI's)
Profitability	- Achieve profit results in line with budget - wages as a % of revenue - COGS as a % of revenue - Contribution as a % of revenue - Meet budget targets in relation to: - revenue - gross profit - Contribution - and EBITDA
Customer Satisfaction	- Complaints dealt with promptly and amicably - Repeat Business is secured - Industry Recognition and Awards
Compliance	Compliance with (including but not limited to) : - Trippas White Group Policies and Procedures - Food Safety Regulations - Federal and State Industrial Relations - OH&S - WorkCover - Immigration
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 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:** _____