

Position Description

Title	Cook, Commis & Demi Chef	Date Prepared	5th June 2026
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
 - Prepare, cook, and present dishes according to venue recipes and standards.
 - Ensure food quality, consistency, and presentation meet company expectations.
 - Assist with mise en place, stock rotation, and inventory control.
 - Monitor portion control and minimize food wastage.
 - Maintain food safety, hygiene, and WHS compliance.
 - Support junior chefs and kitchen hands with training and guidance.
 - Work collaboratively with front-of-house staff to ensure smooth service.
 - Assist with menu development and seasonal specials when required.
 - Maintain cleanliness and organization of workstations throughout service.

Key Responsibilities

General

- Maintain exceptional standards of personal presentation, grooming, and hygiene at all times.
- Adhere to workplace Health & Safety policies and procedures, including the correct use of Personal Protective Equipment (PPE).
- Ensure all kitchen, storage, refrigeration, and freezer areas are clean, organized, and maintained to the highest standards.
- Communicate effectively with chefs, kitchen staff, management, and front-of-house teams to support smooth operations.
- Comply with all company policies, procedures, and operational standards.
- Foster positive working relationships and contribute to a collaborative team environment.
- Maintain up-to-date knowledge of food safety legislation and industry best practices.
- Report to the Head Chef or Sous Chef at the commencement and conclusion of each shift.
- Assist with additional duties as directed by senior kitchen management.

Cooking

- Prepare, cook, and present menu items in accordance with established recipes, specifications, and quality standards.
- Maintain strict compliance with food safety, sanitation, and hygiene regulations.
- Complete all assigned tasks, preparation schedules, and kitchen checklists accurately and efficiently.
- Develop and manage daily preparation lists to ensure operational readiness and service efficiency.
- Monitor stock levels and communicate ordering requirements to senior chefs.
- Ensure all food products are correctly stored, labelled, date-coded, and rotated in accordance with FIFO principles.
- Consistently monitor food quality, portion control, and presentation standards to deliver an exceptional guest experience.
- Support the training and development of junior kitchen staff and provide guidance on food preparation and presentation techniques.
- Maintain comprehensive knowledge of cleaning chemicals, equipment, and procedures to ensure a safe and hygienic workplace.
- Minimise food wastage through effective stock management and responsible kitchen practices.

Measurement of Success

Key Result Areas (KRA's)	Key Performance Indicators (KPI's)
Kitchen Operations	○ Learn to improve kitchen operations to ensure they run smoothly and efficiently. ○ Monitor and manage the time required for food preparation and service. ○ Maintain effective stock control to reduce waste and keep ingredients fresh.
Compliance	Compliance with (including but not limited to): ○ Trippas White Group Policies and Procedures ○ Food Safety Regulations ○ WH&S ○ Kitchen Hygiene
Team Collaboration	○ Make sure team members are well-informed about procedures and clearly understand their responsibilities and expectations. ○ Hold discussions with staff to review and improve communication within the team.

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: _____