

Position Description

Title	Cook	Date Prepared	September 2025
Reports to	Site manager	Approved by	People and Culture

Main Purpose of Role

To prepare, cook, and present a wide variety of dishes in a safe, efficient, and timely manner, ensuring consistent high quality and adherence to established recipes, portion sizes, and presentation standards. This includes following all relevant food hygiene and safety regulations, accommodating dietary restrictions and allergen guidelines, minimizing food waste, and maintaining cleanliness and organization throughout all stages of food production. The role also involves effective communication with kitchen staff and front-of-house teams to ensure smooth service and a positive dining experience for customers.

Key Responsibilities

Operational Standards

- Prepare and cook dishes in a safe, efficient and timely manner
- Work in various kitchen areas
- Inspect deliveries to ensure freshness of ingredients
- Monitor the kitchen cleaning rosters at all times and ensures cleaning check lists are being completed
- Achieve and maintain excellence in food service standards and methods used by Head Chefs & Venue Management
- Ensure personal knowledge of the market quantities available, standard of foods & seasonal market trends
- Work closely with all venues to enhance preferred suppliers, procedures & operational efficiencies

Communication

- Maintain a good rapport and working relationship with staff within the venue
- Participate in all meetings as requested by Executive Chef

Work Health Safety (WHS) and Wellbeing

- 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
- Accountable for total kitchen security
- Ensure all kitchen machinery has proper operation procedures in place and all kitchen team members are trained in the correct operating procedures

Measurement of Success

Key Result Areas (KRA's)	Key Performance Indicators (KPI's)
Profitability	• 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 • WH&S • WorkCover
Internal Procedures	• 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: _____