

Position Description

Title	Chef	Date Prepared	19 January 2026
Reports to	F&B Lounge Manager	Approved by	HR

Main Purpose of Role

The primary purpose of the role of a Chef is to assist the F&B Lounge Manager in the smooth running of preparation and service, and to support in the areas of:

- Upholding Hygiene Standards
- Upholding Food Safety Standards
- Upholding OH&S Standards
- Preparing quality food to the specification of the Manager

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 fridges, freezers and other store areas.
- Communicate effectively with fellow staff and managers.
- Be fully conversant with, and comply with, company policies and procedures.
- Perform any other duties directed by 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 the Lounge Manager at the start of shift and upon completion of shift.
- Ensure that all customers are afforded the highest quality of service through continuous improvement to product and services. Constantly seek customer feedback and opportunities to develop the lounge product and communicate these to management.

Cooking

- Maintain a high standard of operational hygiene and 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 the specification of the Chef.
- Write preparation lists.
- Report order requirements.
- Provide training and guidance to service staff on the presentation and display of food.

- Be responsible for the presentation of all food and beverage, ensuring quality and quantity are consistently monitored and maintained, and display is as per set specification.
- Ensure that all products stored or displayed are date coded, stock rotated and labelled correctly.

Key Requisites

Physical Requirements

Activity	Frequency
Standing	Frequent
Walking	Frequent
Kneeling	Occasional
Stair-climbing	Occasional
Upper limb use	Frequent
Repetitive hand/wrist action	Occasional

Demand characteristics: Constant (67–100%), Frequent (34–66%), Occasional (0–33%), Never.

Flexibility

Flight delays may occur from time to time, therefore the requirement to be flexible is essential.

Work Environment

The airport is a strictly controlled security environment, and all staff are obliged to meet the policies and procedures required. A security check is mandatory for all staff, and a breach of security could result in termination of employment.

Indicative Hours

The airport is a dynamic service environment and, as such, operational conditions and client demands will dictate hours of work; the site operates 365 days a year and base hours will vary according to shift. From time to time, delays may impact our operations and require you to stay longer than your allocated shift, for which you will be paid. From time to time, you may be required to attend training sessions to assist you in performing your role.

Salary Guide

This position is paid as per your contract of employment.

Physical Demands

The role requires the ability to stand for long periods, carry out manual handling duties, and manage the pressures of a fast-paced service environment.

Special Note

To work in the Airport segment, you must be able to attain and hold an Aviation Security Identification Card (ASIC), which requires you to undertake a Federal Police check to assess if there is any criminal history. If you fail to meet these criteria your employment may be terminated, as it is a condition of employment.

The above statements are intended to describe the general nature and level of work performed by individuals in this role. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required to perform the role.

Career Opportunities

TWG is a major service organisation employing staff across Australia. It is our policy to advertise all vacant positions internally, and to encourage the development of skills and promote career progression.

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 the following, 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: _____