

Position Description

Title	Cook; Commis & Demi Chef	Date Prepared	12/05/2026
Reports to	Head Chef	Approved by	HR

Main Purpose of Role

- Responsible for food safety, maintaining display standards
- Preparing food and working varied shifts
- Focuses on cleaning and basic food preparation
- Prepares ingredients and dishes for a food service
- Following recipes and preparing dishes during service
- Preparing salads, cold dishes and portioning desserts.

Key Responsibilities

General

- Act responsibly, perform work duties in accordance with workplace Health & Safety standards and wear Personal Protective Equipment where required
- Maintain a high standard of presentation and grooming including personal hygiene with special attention to fingernails, hands, and hair care.
- Ensure that back of house is always kept clean and tidy, 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

- Daily preparation of food items including gathering tools and ingredients and cleaning the station afterwards
- Constantly monitoring the food levels on the buffet line and replenishing food items to ensure a fresh, full and appealing display
- Ensuring all dishes meet quality standards for taste and presentation, while consistently checking that hot food stays above, and cold food below required safety temperatures
- Proper food handling, preventing cross-contamination, cleaning equipment and storing food safely
- Monitoring ingredient levels, minimizing food waste and notifying chefs in charge of low stock items
- Working rapidly to meet the demands of high-volume service
- Handling multiple tasks at once, such as cooking, replenishing a prepping for the next batch
- Using industrial equipment like deep fryers, grills and commercial ovens
- Arrange and garnish food on serving dishes
- Demonstrate knowledge of and be able to use a broad range of cooking and food preparation equipment and skills

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): ○ Policies and standard procedures set by Trippas White Group ○ Food safety laws and compliance requirements ○ Workplace Health and Safety (WHS) guidelines ○ Cleanliness and sanitation standards within the kitchen
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:** _____