



HEAD CHEF

Job Description

The Head Chef is responsible for ensuring that the standard and quality of the food production and the hygiene within the department is maintained at the highest level at all times. This role is very much hands-on, requiring attention to detail and a positive work attitude.

Responsible to: Catering Manager

Main Tasks:

1. Supervise the preparation of all food

- Ensure all food is prepared as per food preparation requirements
- Ensure meals are produced on time, and sufficient quantities are available for the various areas
- Maintain stock levels of all kitchen supplies
- Prepare daily pastry and bakery requirements as per the menu
- Be available for functions as they arise to ensure that the food is prepared and served as required

2. Oversee and supervise all kitchen staff

- Ensure all staff are aware of their duties and what is expected of them
- Teach new staff skills they require to perform their roles to the required standard
- Delegate duties to kitchen staff as per the menu requirements
- Oversee and monitor the work of kitchen staff to ensure all tasks are done as required
- Give staff feedback on their performance to enable staff development
- Ensure any staffing issues are resolved fairly and quickly

3. Manage kitchen stocks

- Ensure wastage is minimised by careful supervision of food preparation methods
- Ensure proper hygienic storage methods are utilised to prevent food loss
- Ensure the security of all alcoholic and non alcoholic drink stocks
- Oversee the ordering and control of stock levels

4. Ensure catering staff are working safely at all times

- Ensure staff are aware of and follow safe work practices at all times
- Assist other staff in the cleaning of the kitchen at the end of the shift
- Ensure his/her own work station is kept clean and hygienic at all times

5. Assist the Catering Manager as required

- Manage the Catering Department in the Catering Manager's absence
- Assist the day-to-day running of the department
- Carry out other tasks as required by the Catering Manager
- Pay careful attention to the operating budgets of the department to ensure that costs are controlled to maintain the correct levels of spending

Skills and Abilities Required

- Qualified Chef
- Experience and success in equivalent job roles
- Punctual, organised and trustworthy
- Professional appearance
- Ability to manage other people
- Ability to motivate staff
- Excellent communication skills
- Attention to detail
- Ability to resolve conflict in a constructive manner
- Ability to solve problems and think-on-your-feet
- Willingness to take initiative and make decisions
- Ability to delegate tasks effectively

General Conditions

The conditions of this position are as per the Educational Services (Schools) General Staff Award 2010.

Four (4) Weeks Annual Leave

Stand-down during school vacations