



Job Description – Chef

Name:

Reports to: Executive Chef

Job Title: Chef

Department: Catering

Last Updated: November 2017

1 Purpose

Job Purpose: Preparation and cooking of food for club functions and events, Boardwalk & Cafe in accordance with requirements set down by the Executive Chef.

2 Direct Reports to You

- Chefs (Level 5)
- Apprentice Chef
- Food Service employees (*Refer Organisational Chart*)

3 Competency Requirements

- | | |
|---|--|
| <input checked="" type="checkbox"/> Service Focus | <input checked="" type="checkbox"/> Compliance |
| <input checked="" type="checkbox"/> Communication | <input checked="" type="checkbox"/> Operational |
| <input checked="" type="checkbox"/> Leadership | <input checked="" type="checkbox"/> Administration |

4 Key Duties and Responsibilities

Operational

- Ensure appropriate liaison with Chefs on duty in the maintenance of meal presentation standards and quality.
- Ensure catering services and facilities are fully functional on the 1st Floor Kitchen for functions and events, The Boardwalk and River Café
- Ensure appropriate coverage and service levels are maintained, while maximising cost effectiveness of the roster, including organising emergency relief of staff
- Report on all shift incidence activity
- Ensure catering staff are informed of changes to functions, events, policies, procedures, and upcoming promotions

Compliance

- Be aware of all State, Federal and Local Government Legislation concerning the service of food & beverage.
- Ensure compliance with all NSW Food Laws
- Be aware of the statutory requirements in relation to Privacy Laws, Smoking Legislation and how they impact on the Club, staff and members & visitors
- Administer, identify, monitor, manage and enforce statutory, contractual, licensing and compliance through Risk Management
- Ensure compliance with all Club WH&S policies and procedures
- Ensure reports of safety/hazard risks are recorded and handled promptly in accordance with Club policy

- Investigate and resolve customer complaints

People

- As a team member, foster an environment of teamwork and collaboration
- Actively participate in the clubs customer service programme
- Maintain customer excellence service standards
- Assist in training new staff in facets of catering operations

Industry

- Be familiar with the Club's By-Laws
- Review and monitor industry trends including (market/technology/equipment/product/legislation/training)
- Participate and/or attendance at industry functions and events as required from time to time.

SIGNATURE

Employee: _____

Date: _____