Logo

Description automatically generated

**Position Description**

**Position Title:** Chef

**Employment Status:** Part Time

**Schedule:** Roster based

**Report to:** Head Chef

**Liaise with:** Sous Chef and Dining Room Supervisor

**Supervision:** Kitchenhands, Kitchen Assistants

**Date**: Feb 2025

1. **MISSION OF THE COLLEGE**

To assist its members in achieving the highest standards in their personal lives, in their studies and in the professions, they will enter, standards based on Catholic and Jesuit values and showing a genuine compassion and respect for others. Nurture Mind, Heart, Imagination and Spirit.

Foster the intellectual, spiritual and ethical life of its members to enable them to become effective leaders in the community, mature in faith and committed to justice.

1. **VALUES**

To create a community that strives to meet the above College's Mission objectives:  
creating a community where everyone can grow holistically through participation in the College's Community of the Mind (Intellectual), the Community of the Spirit (Spiritual), the Community of the Heart (Ethical) and the Community of the Imagination (Cultural) offerings.

1. **ORGANISATION CONTEXT**

Newman College is a co-educational residential College affiliated with the University of Melbourne. Accommodating undergraduate, graduate and postgraduate students from metropolitan and regional Victoria, interstate and overseas. Staff in residence include the Provost, Deputy Provost, the two Deans and the Rector of the Jesuit Community.

1. **THE SCOPE OF THE POSITION**

The Chef on Duty is responsible for the cooking, production, and presentation of food in the kitchen, and ensures that food is served in a professional and timely manner. They work with the Head and Sous Chefs to accept deliveries against orders, whilst checking the quality of all products received. They supervise kitchenhands and kitchen assistants in the preparation of food in a hygienic manner. They are responsible for maintaining the cleanliness of the storage and preparation areas.

1. **KEY ACCOUNTABILITIES**

* Comply with all aspects of food preparation and cooking.
* Special Diets presentation, serving of meals, preparing palatable and nutritious meals, using the recipes and menus.
* Ensure all foods are handled according to the food safety plan and compliant with Newman College requirements.
* Ensure that the food cooked is of suitable consistency for the consumption of residents.
* Ensure that food is prepared in appropriate quantities.
* Prepare special diets in accordance with dietary requirements (e.g. diabetic, high/low protein, gluten free or coeliac).
* Prepare and present food within set timeframes to ensure freshness and quality, and to maintain food safety.
* Monitor and register food wastage.
* Make sure mealtimes are adhered to through the delivery of meals in a high quality and efficient manner.
* Receive and check food deliveries (weigh or count) against orders, whilst checking the quality of all products received. Return what is not acceptable or compliant and request a credit.
* Transport food safely and hygienically.
* Ensure cleaning schedules are adhered to and that the condition of the catering premises is acceptable. Report any issues.
* Participate and contribute to effective teamwork through communication, organisation of activities and sharing of duties.
* Accept responsibility for work activity and seek clarification of duties or procedures if required.
* Maintain a clean and tidy working environment.
* Establish and maintain positive relationships with colleagues and employees.
* Work in any area within the kitchen as directed.
* Alert the Sous Chef or Head Chef of problems or issues of concern regarding any aspect of the catering services.
* Seek clarification of work activity or procedure if required.
* Ensure courteous communication with all employees, residents and visitors.
* Report any evidence of pest infestation immediately.
* Identify and report any factors that may place residents at nutritional risk.
* Direct and supervise kitchen personnel in their duties
* Participation in performance appraisal as required.
* Maintain regular cleaning of all areas within the kitchen as per schedule and Food Safety Plan.
* Ensure a high standard of personal hygiene and professional attire, i.e. Chef's uniform.
* Ensure that all kitchen staff maintain a high standard of personal hygiene and professional attire.

1. **KEY SELECTION CRITERIA**

* Culinary degree or similar certification
* Demonstrated experience as a chef
* Ability to create, modify and critique recipes
* Ability to work with awkward/heavy items of equipment
* Good communication skills.
* Experience supervising kitchen staff.
* Ability to adhere to food safety standards and college procedures.

1. **POSITION DESCRIPTION ACKNOWLEDGEMENT**

I have received and fully understand the position description for Sous Chef. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under all conditions as described.

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_