Position Scope - Chef - Casual

Position Classification: Operational/Technical/Experienced

Responsible for:

Overseeing the day to day workings for a specific area of Tuileries kitchen under standards as set out by the Head Chef and Adherence to all De Bortoli policies and procedures.

Leadership/Business influence: Minimal supervision, working independently/ proficiently.

Reports to: Head chef, Sous chef

Supervises: N/A

Internal contacts: Chefs, Food & Beverage supervisors, Hospitality Attendants.

External contacts: Suppliers, Customers.

Main Functions and Activities

Preparation and service of food

- Prepare food to specified standards.
- Assist in the supervision and development of any junior staff, as required.
- Undertake effective planning and delivery of daily kitchen tasks ensuring the smooth operation of the kitchen.
- Monitor consistency in recipe/standards/product such as portion sizes, quality of ingredients and consistency of food preparation and delivery to assist in controlling costs, reducing wastage for the section.
- Ensure quality of food by ensuring that stock is rotated and controlled and that fresh ingredients are used.

Measures - *Ensure that dishes are prepared and cooked to standards as specified.*

Contribute to the Food and beverage team

- Work in accordance with policies and procedures for the kitchen area.
- Assist in planning and coordinating food/recipes for events and functions.
- Complete records, preparation lists and other associated administrative tasks as required by the area.
- Assist in the development of new dishes and menus when required

- Communicate any issues to the Head Chef and identify recommendations for improvement.
- Work positively with front of house staff, ensuring clear and professional communication and assist in training when required.

Measures - *As determined by supervisor.*

Other duties

- General cleaning as per food safety and kitchen policies
- Work at off site venues as required.
- Work across all De Bortoli hospitality areas as required.

Measures - *As determined by supervisor.*

Promote safe attitudes and work practices

- Comply with all WH&S policies and procedures including Food Safety standards
- Wear Personal Protective Equipment (PPE) as specified.
- Report all accidents, near misses and unsafe work practices/hazards to your Manager/Supervisor.
- Maintain all equipment to a safe working standard.
- Work in a manner which is conducive to WH&S.

Measures - *Compliance with Company policies and procedures. Incidents reported in accordance with Company procedure. Maintenance schedules adhered to at all times.*

Essential Capabilities and Experience

- Customer Service focussed
- Applicable experience in the Food industry
- High level communication skills
- Ability to multi task in a fast-paced environment
- The ability to build relationships with all members of the team.
- Punctual and well-presented

Desirable Criteria

- Trade certificate in Commercial Cookery - in progress or completed

- Possess Responsible Service of Alcohol (RSA)
- Passion for Wine & Food
- Relevant studies in Wine/Hospitality

Incumbent Name:_____ Signature:_____

Date:_____

Managers Name:_____ Signature:_____

Date:_____