

Job Description – Chef / cook

POSITION TITLE	Chef: casual	
DEPARTMENT	Tuileries – Restaurant, Cafe, Functions, Conferences	
DATE EFFECTIVE	Current	
REPORTS TO	Head chef, Sous chef	
ROLES REPORTING DIRECT	N/A	
KEY RELATIONSHIPS	Chefs, Food & Beverage supervisors, Hospitality Attendants.	
PRIMARY OBJECTIVES		
<ul style="list-style-type: none"> Overseeing the day to day workings for a specific area of Tuileries kitchen under standards as set out by the Head Chef. Adherence to all De Bortoli policies and procedures. 		
MAJOR RESPONSIBILITIES		
KEY RESULT AREAS	SPECIFIC ACTIVITIES	MEASURES
Preparation and service of food	<ul style="list-style-type: none"> 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. 	Ensure that dishes are prepared and cooked to standards as specified
Contribute to the Food and beverage team	<ul style="list-style-type: none"> 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. 	As determined by supervisor.
	<ul style="list-style-type: none"> General cleaning as per food safety and 	As determined by

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Other duties	kitchen policies <ul style="list-style-type: none"> • Work at off site venues as required. • Work across all De Bortoli hospitality areas as required. 	supervisor.
Promote safe attitudes and work practices	<ul style="list-style-type: none"> • Comply with all OH&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 on a manner which is conducive to OH&S. 	Compliance with Company policies and procedures. Incidents reported in accordance with Company procedure. Maintenance schedules adhered to at all times.

SELECTION CRITERIA

Essential Criteria <ul style="list-style-type: none"> ☞ Punctuality. ☞ Applicable kitchen experience. ☞ Honest, reliable and trustworthy. ☞ Outgoing hands on attitude. ☞ Customer service focussed. ☞ 	Desirable Criteria <ul style="list-style-type: none"> ☞ Trade certificate in commercial cookery finished or in progress ☞ Passionate about wine & food. ☞ Relevant studies in wine / hospitality. ☞ Proven presentation skills.
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DESIRED QUALIFICATIONS AND/OR PROFESSIONAL DEVELOPMENT

<ul style="list-style-type: none"> ☞ Possession of Responsible Service of Alcohol (RSA) ☞ Food Handling

Employee Name:

Employee Signature:

Manager Name:

Manager Signature: