

Position Classification: Specialist/Team Leader

Responsible for: To organise food production in line with prep lists and work lists prepared by the Head Chef / Sous Chef. Support the Head Chef and Sous Chef to achieve primary responsibilities, deputise for Sous Chef if required.

Leadership/Business influence: Providing technical leadership, mentoring and supervising others

Reports to: Executive Chef

Supervises: Apprentice Chef, Kitchen Hand

Main Functions and Activities

Service Standards

- Customers will receive their food in less than 30 minutes
- Establish and maintain an environment of respect and co-operation between Kitchen and FOH teams

Measures - Customer feedback/complaints. Staff surveys.

Food Innovation

- Contribute ideas for exciting menu options

Measures - New dishes produced.

Labour Cost

- Contribute to and help achieve KPI of 20% of total takings

Measures - KPI met or variances explained.

Food Cost

- Contribute to the achievement of a 25% food cost KPI (food takings)
- Effective management of food production to minimise waste

Measures - KPI met or variance explained. Feed back from Head Chef.

Food Safety

- Raise awareness of and be accountable for adherence to Food safety policy and legislation as applied within the Kitchen

Measures - *No complaints from customers.*

Kitchen Organisation

- Maintain clear processes covering cleaning, maintenance, stocktakes, purchasing

Measures - *Kitchen support functions run smoothly. Equipment always operational.*

Staff Management

- Supervise the performance of Kitchen staff as required and as directed.
- Train and mentor apprentices

Measures - *Goals & Objectives met.*

WH&S

- Raise awareness of and be accountable for compliance with all WHS standards and policies
- Ensure responsible use of all tools and equipment
- Wear appropriate Personal Protective Equipment as required
- Comply with incident reporting procedures i.e. Report all accidents, near misses and unsafe work practices/hazards to your supervisor
- Work in a manner which is conducive to WH&S

Measures - *No Accidents. Compliance with company policies and procedures is demonstrated. Incidents reported in accordance with company procedure.*

Internal contacts: Site managers, Head Chef, Sous Chef, Restaurant Supervisor, Food and Beverage Supervisor, Admin manager

External contacts: Suppliers, Customers

Essential Capabilities and Experience

- Formal Qualifications including commercial cookery certificate
- A minimum of 2 years relevant experience
- Awareness of the need to manage all relevant costs, including labour, food and operations expenses
- Proven skills & ability to contribute to most facets of food production
- Demonstrated reliability and ability to work unsupervised
- Demonstrated ability to apply WH&S processes and achieve high standards of food hygiene

Desirable Capabilities and Experience

- Reasonable IT skills
- Knowledge of Purchase Order systems and processes
- Aspiring to be Sous Chef
- Food safety certificate

Incumbent Name: _____

Signature: _____

Date: _____

Managers Name: _____

Signature: _____

Date: _____