

POSITION DESCRIPTION

CHEF / COOK

Position Title	Chef / Cook
Reporting to	Chef Manager
School Values	Respectful Relationships Responsible Citizen Adventurous Learner A True and Courageous Self

Wilderness School is a non-denominational girl's school educating students from Early Learning through to Year 12. Since 1884, Wilderness School has prepared girls to be adventurous, courageous, responsible and respectful learners and leaders. The legacy of our Founders, the Misses Browns, continues today and is a rich and integral part of our school culture.

Staff members at Wilderness School are required to uphold the values and the reputation of our school and community by:

- Conducting their relationships with respect and kindness
- Demonstrating high behavioural, moral, ethical and professional work standards
- Working together to successfully manage change

Role Purpose:

The Chef/Cook works with the Café Manager and a small team to create a menu selection for girls aged 3-18 in our Café and 12-18 in our Boarding House, as well as for staff and parents. The School Café has a reputation for offering a varied and high-quality menu and catering for special occasions.

The role will include weekdays, some weekend shifts and additional shifts for special functions. Weekend work may require working independently. Shifts available for roster include day shifts starting at 7am and afternoon shifts finishing at 7pm, Monday to Sunday.

Key Areas of Responsibility:

General
<ul style="list-style-type: none"> • Preparation of menu items for the Cafe boarding house students. • Assist with kitchen set up including utensils and equipment and ensure the kitchen is regularly cleaned. • Prepare meals in a timely manner. • In consultation with the Chef Manager, modify recipes to dietary requirements. • Monitor food stock, undertake stock rotation and help unpack stock. • Check freshness of food and discard out-of-date items. • Ensure compliance with all health and safety regulations within the kitchen area. • Provide assistance to other kitchen staff to enable them to complete their work. • Support the team in planning and organising functions associated with School activities. • When required provide customer service assistance to students, parents and staff. • Assigning of tasks to Café / Kitchen Assistants in the absence of the Chef Manager.
Compliance and Risk Mitigation
<ul style="list-style-type: none"> • Ensure compliance by adopting safe work practices and all statutory, legal and ethical obligations. • Ensure compliance with Wilderness policies and procedures as well as reasonable directions. • Identify and implement risk minimising strategies and practices.
Collaboration and Teamwork
<ul style="list-style-type: none"> • Contribute to the team's achievement through collaborative work practices. • Actively coach and mentor team members to build knowledge and skill development. • Deliver high-level customer service to internal and external customers.

CHEF / COOK

Key Requirements:

To be successful in this role, you will be a qualified and experienced chef / cook with a proven ability of working well within a busy team environment, whilst being able to work independently and competently in all areas of a full commercial kitchen.

- Qualifications suitable for the role as a chef
- Demonstrated experience as a chef/cook in a commercial kitchen.
- Demonstrated experience working autonomously and as a part of a team.
- A flexible, adaptable and resourceful approach to work.
- Strong relationship management skills – builds respectful, productive relationships with ease.
- Well-developed time management and problem-solving skills.
- Customer and solutions focussed.
- Well-developed written and verbal communication skills.
- Proficiency in the use of information and communication technology e.g. Microsoft 365 and ability to learn new platforms.
- The ability to demonstrate a high level of ethical and professional conduct.
- A demonstrated commitment to the principles and practices of WHS, and Risk Management.

Conditions:

- Some additional out of hours' work is an essential component of this role.
- Work will generally not be required during School holidays and Exeat weekends when the Boarding House is closed.
- Work from any other metropolitan area as required.
- The School reserves the right to modify and adjust position descriptions to meet its operational and strategic need.
- The successful applicant will be required to undergo a Working with Children Check. In addition, you are required to adhere to the School's Child Protection Policy.

Acknowledgement:

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

Signed:

Date:

Print Name: