

Chef Manager

Status	Contract (Term 2, 2021 – Term 4, 2022)
Commencement Date	Monday 19 April 2021
Employment Fraction	0.875 FTE (38 hours a week/ 42 weeks a year)
Position Reporting to	Business Manager
Immediate Colleagues	Café Staff Head of Boarding Boarding House Staff

The School:

Wilderness School is a non-denominational girls school educating students from Early Learning Centre 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 the School and community. Staff members are expected to show a commitment to:

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

Job Purpose:

The primary function of the Chef Manager is to implement and manage the efficient catering operations at Wilderness School. Working within a busy team environment, the Chef Manager will work independently and competently in all areas of a full commercial kitchen. The Chef Manager is responsible for menu planning and the preparation of a variety of fresh and nutritious meals for our Boarding House students as well as working within the School Café.

Key Areas of Responsibility:

General Duties and Essential Job Functions

- Manage the total catering operation including, but not limited to, the ordering, purchasing and proper storage of food, the preparation of seasonal menus, the preparation and serving of meals, and ensuring cleanliness of all catering facilities at all times.
- Directly supervise the Chefs, Cooks and Cafe Assistants, including the development and management of staff rosters.
- Provide all meals including dinner for the boarding students and some Boarding House staff seven days per week during School term. On occasions, prepare additional meals for School staff and prepare platters for visitors to the Principal or other senior members of staff.
- Liaise with the Head of Boarding on a regular basis regarding the nature of the meals required, including special dietary needs of boarders and staff.
- Engage in periodic, structured meetings with boarding students and staff for feedback and suggestions.
- Manage Café staff to ensure that staff numbers correspond with the catering demands from time to time.

- Provide menus and quotes for special events. Liaise with other departments to ensure event catering meets the needs of individual areas.
- Ensure effective management of staff within a close working environment. Provide staffing recommendations to the Business Manager where necessary.
- Manage and supervise the Catering Assistant to ensure supplies are purchased cost effectively and catering is coordinated between these two areas. Accurately provide rosters for events and meetings on a weekly basis.
- Provide rostered hours to the Personal Assistants of both the Principal and Business Manager.
- Provide additional information and feedback to the Catering Assistant before and after events.

Administration

- Ensure menu preparation is varied, healthy and nutritious for the boarders and Café.
- Manage the ordering of food.
- Financial management including allocation of catering spend to departments and costing between Café food costs and Boarding House. Sign off and check accuracy of invoices. Cost analysis of different suppliers.
- Cost analysis on Café food with regular price reviews.
- Oversee daily reconciliation for the cash register.
- Staff rostering for efficient operational requirements including cost considerations. Variance required for needs of the business.

Management

- Provide effective decision-making with suppliers.
- Provide effective staff management, including a supportive working relationship with staff.
- Direct staff in the preparation of food and in effective customer service.
- Interact regularly with the Head of Boarding and other customers to receive feedback and suggestions on menu and dietary needs.
- Skill development for staff and performance management if necessary.

Food Preparation

- Compliance with all health and safety regulations and requirements regarding food preparation with regular audits to determine compliance. Knowledge of dietary requirements and cross contamination risk a must.
- Manage waste minimisation.
- Ensure health and safety requirements comply within the preparation of food to minimise/avoid injury/accidents at work.

Qualifications / Experience

Essential:

- Successful completion of formal training in a recognised Commercial Cookery program (minimum Certificate III qualification).
- Minimum of 5 years' experience in a kitchen.
- Minimum of 3 years' management experience.
- Genuine passion for food preparation and delivery.
- Training in 'Responding to Abuse and Neglect', or a willingness to undertake such training.
- Working with Children Check.
- Successful experience in managing a total catering operation within a set annual budget, including the ordering, purchasing and correct storage of food, the preparation of seasonal menus, the preparation and serving of a large volume of meals, and ensuring cleanliness of all catering facilities at all times.
- Sound knowledge and proven application of food handling requirements and related legislation and guidelines.
- Excellent time management skills.

- Experience in managing staff, including the setting and management of staff rosters to ensure efficiency and cost-effective operations.
- Ability to direct kitchen staff to ensure the kitchen functions efficiently at all times.
- Ability to work cooperatively and collaboratively as a team member.
- Possess a positive attitude to customer service and the ability to relate well to adolescent females.
- Excellent communication and interpersonal skills with both adults and young people.
- Willing to provide a warm greeting and enthusiastic service to all staff, students and guests of the Café.

Desirable:

- Completion of Frontline Management training.
- Successful completion of Certificate IV or Diploma in Commercial Cookery.
- Catering event management, in a multifaceted kitchen environment.
- Intermediate ICT skills in the MS Office suite.

Special Conditions

Some out of hours' work is required. Flexibility and adaptability in regard to work hours is an essential component of this role. This position may include some rostered weekend work. Shifts available for roster include day shifts starting at 7am and afternoon shifts finishing at 7pm, Monday to Sunday.

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.

Employee Name _____ Employee Signature _____

Date ____ / ____ / 2021