

CHEF / COOK

Commencement Date	January 2021
Status	Casual (approx. 20 – 35 hours during term time)
Area of Appointment	Café
Position Reporting to	Chef Manager

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 Brown, 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:

Prepare healthy meals and provide assistance in the kitchen to support the Café, Tuck Shop and Boarding House as directed by the Café Manager. Work requires a high level of professionalism, organisation and strong customer service.

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.

Work will include weekdays, some weekend shifts and additional shifts for special functions. Weekend work will be independent with weekday work as part of the team. Shifts available for roster include day shifts starting at 7am and afternoon shifts finishing at 7pm, Monday to Sunday.

On a day to day basis the Chef reports to the Café Manager and is expected to work closely with all staff to ensure the needs of students are met on a daily basis.

Key Areas of Responsibility:

Work may include:

- Preparation of menu items for the Cafe and Tuck Shop and menus for the boarding house students
- Preparation of meals for people with special dietary requirements.
- The Café Manager may also require the Chef to offer assistance to other kitchen staff to enable them to complete their work.

- Help maintain the cleanliness of the kitchen throughout the day and assist with cleaning the kitchen are at the end of the day for shut down
- Practice good stock rotation and help unpack stock
- The Chef is required to assist the kitchen staff with serving as required, including some money handling and cash counting as required.
- Function work will require additional duties.
- Weekend work will include an ability to work on your own
- Model appropriate relationships with staff and students
- Assigning of tasks to Café /Kitchen Assistants in the absence of the Café Manager.

Qualifications, Skills and Experience:

Essential

- Requires previous experience working in a commercial kitchen and demonstrate a high standard and application of food hygiene principles.
- Will be required to fulfil the menu requirements for over 80 boarding house students.
- Requires the individual to be flexible and work independently or within a team
- Requires good communication skills with both adults and young people.
- Requires efficient task completion in a timely professional manner.
- Requires the ability to respond appropriately to student behaviour and maintain respectful relationships
- Requires a genuine passion for working in this environment
- Will provide a warm greeting and enthusiastic service to all staff, students and guests of the Café

Desirable Qualities:

- Ability work autonomously and also as a team player;
- Knowledge of food and food hygiene handling practices;
- Knowledge of importance of stock rotation and shelf life of food products.
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Other

- Some additional out of hours' work may be required.
- Work will generally not be required during School holidays and Exeat weekends when the Boarding House is closed.

The successful applicant will be required to undergo a Working With Children Check, Responding to Risks of Harm, Abuse and Neglect – Education and Care Training. In addition, the successful applicant will need to provide proof of a TGA Approved COVID-19 vaccination or medical exemption endorsed by the Chief Public Health Officer and 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.

Employee Name _____ Employee Signature _____

Date ____ / ____ / 2021