

<b>POSITION TITLE</b>	<b>Chef – Canteens and Catering</b>		
<b>POSITION OVERVIEW</b>	The Chef will be responsible for preparing, cooking and delivering high quality food to students, clients and the public.		
<b>CLASSIFICATION</b>	SCS 2	<b>SERVICE AREA</b>	Social Enterprise
<b>EMPLOYMENT STATUS</b>	<input type="checkbox"/> Full time <input checked="" type="checkbox"/> Part time <input type="checkbox"/> Casual	<b>HOURS PER WEEK</b>	Up to 30 hours
<b>IMMEDIATE MANAGER</b>	Canteen and Catering Business Lead		
<b>INDUSTRIAL AGREEMENT</b>	Woden Community Service Limited Enterprise Agreement 2024		
<b>REPORTING RELATIONSHIPS</b>			
<b>NO OF DIRECT REPORTS</b>	0	<b>NO OF INDIRECT REPORTS</b>	0
<b>KEY RELATIONSHIPS</b>			
<b>INTERNAL:</b>	WCS employees		
<b>EXTERNAL:</b>	Suppliers, Schools, Public, Clients		
<b>KEY ACCOUNTABILITIES</b>			
<ul style="list-style-type: none"> <li>Assist in the operations for the daily running of the food operations of canteens and catering businesses to make sure they meet the objectives of WCS.</li> <li>Provide strong leadership to canteen and catering staff to ensure goals are achieved.</li> <li>Provide expertise in all areas of a food business operation and provide support, advice and training to staff and members in food business operations.</li> <li>Prepare, cook and deliver high quality food for students, clients and the public.</li> <li>Assist with deliveries to clients when necessary.</li> <li>Oversee food safety and drive quality, processes and compliance with legislation and policy.</li> <li>Implement and monitor food suppliers to provide food services or products for the canteens and catering businesses, maximising quality and price.</li> <li>Assist the Canteens and Catering Business Lead to gain ongoing feedback in menu development and menu reviews.</li> <li>Monitor the cost-effectiveness, efficiency and productivity of resource utilisation in response to activity levels and take required corrective action.</li> <li>Menu development including costing.</li> <li>Implement contemporary menus for the schools that meet guidelines and that have been developed with our customers' feedback and nutritional guidelines.</li> <li>Manage and coordinate the ordering of supplies to ensure adequate stock levels are maintained and that budgetary targets are achieved.</li> <li>Maintain and monitor food costs when working at individual sites.</li> <li>Strictly follow all food safety procedures.</li> <li>Adapt readily to changes in direction or strategies.</li> <li>Participate in continuous quality improvement within the organisation</li> </ul>			

- Ensure your safety, the safety of your colleagues by following the WCS Work Health and Safety Policy and Procedures at all times
- Follow all relevant legislative requirements, organisational policies, by-laws, standing orders, vision or mission statements and values.
- Perform any other reasonable duties to meet business needs.

### EXPERIENCE & QUALIFICATIONS

#### Essential

- Certificate IV in Commercial Cookery or equivalent.
- ACT Working with Vulnerable People registration.
- Current First Aid Certificate.
- Demonstrated success in leading or operating a small or medium-sized food business.
- Knowledge of current food business regulations, simple financial reporting, ratio analysis and financial procedures.
- Excellent written and verbal communication skills.
- Demonstrated knowledge of the Food Safety requirements for school canteen services.
- Ability to establish clear goals and manage resources within budget.
- Able to work with minimum supervision.

#### Desirable

- Relevant management qualifications.

#### Other

- Ability to work outside normal business hours if required.
- Always demonstrate commitment to WCS' Purpose and Values and follow the WCS Code of Conduct.
- Ongoing employment is subject to a satisfactory Police check and maintaining a current ACT Working with Vulnerable People registration.

#### Document History

**Original:** June 2024

**Revised:** February 2025

**Version:** V2

#### Employee's name

**Signature**

**DATE**