

Position Description Head Chef – Café	
Position details:	
Position title:	Head Chef – Café
Reports to:	Village Manager
Department / Division:	Retirement Living
Direct Reports:	N/A
Position outline:	
<p>The Head Chef, in conjunction with the Café Supervisor, is responsible for the management of the Lifestyle Café.</p> <p>The Head Chef role manages the entire operational running of the café kitchen unsupervised, ensuring the kitchen runs smoothly and that residents and customers enjoy delightful culinary experiences.</p> <p>The Head Chef will ensure catering services provided by the café are delivered that meet and exceed the required standards for food preparation, hygiene, delivery, selection, and nutrition. This is through the preparation and delivery of all food services in a professional and cost-effective manner in the café as well as events catering.</p> <p>This is a full-time role with the café operating seven (7) days from 0800 till 1630 plus event catering, where required.</p>	
Key responsibilities:	
<p>Food Service:</p> <ul style="list-style-type: none"> • Overseeing the food preparation, cooking, and cleaning processes. • Ensure kitchen operates in an effective and cost-efficient manner, including resources allocation. • Ongoing commitment to improve food services provided by the Café considering variety, healthy and nutritious options, aspirational options, and resident favourites. • Preparation and delivery of all food services in a safe, timely and efficient manner, focusing on nutritional value and presentation. • Be aware and try to accommodate special requests and dietary requirement. • Catering for functions. • Menu planning and costing: <ul style="list-style-type: none"> ○ Constructing menus with new or existing culinary creations ensuring the variety and quality of the servings. ○ Design, cost and implement a new / revised café main menu catering for residents needs at least 2 times per year. ○ Design, cost, and implement specials to ensure continuous variety. ○ Design, cost, and implement function menus for special events. ○ Design, cost, and implement menus for training and internal events. 	

Position Description Head Chef – Café

- All dishes to be costed using approved templates and presented to Village Manager for consultation and approval.
- All menu designs to incorporate healthy and nutritious options incorporating seasonal produce.
- All menus to include a list of items and potential allergens in the description as well as indicators for Vegetarian (V), Gluten Free (GF), etc.
- **Ordering:**
 - Ordering of food related items and other goods for the efficient and effective operation of the kitchen, shop, and dining area in-line with menu costings.
 - Ensuring all ingredients meet quality standards.
 - Minimise ad-hoc purchases from unapproved suppliers.
 - Manage relationships with suppliers.
 - Ensure correct receiving and storage processes are in-place and adhered to.
 - Ability to forecast future purchasing to ensure wastage is kept to a minimum.
 - Efficient document control processes in place
- Ensuring the kitchen, dining room and surrounds are cleaned to required standards as per the daily cleaning schedules.
- The ongoing maintenance of the Goodwin Food Safety Plan, accreditation standards and adherence of supporting documentation for HACCP requirements.

Working With a Team:

- Undertake allocated shift tasks and support team to complete shift work tasks.
- Maintain professional working relationships with internal and external stakeholders.
- Provide supervision, support, development, and training to new and current employees.

Relationships:

- Maintain and promote Goodwin's reputation as a quality organisation.
- Maintain Goodwin's customer service culture and present professionally to employees, residents, and visitors to the Café.

Service Improvement:

- Maintain Goodwin's culture of continuous improvement in the delivery of services.
- Compliance with organisational policies and procedures, legislation, Work Health and Safety and diversity.
- Contribute to improving the overall quality of service provided to cafe cliental.

Personal Development:

- Undertake skills and competencies training relevant to the roles and attend required training sessions and meetings.

General:

Position Description Head Chef – Café

- Compliance with organisational policies and procedures, legislation, Work Health and Safety and diversity.
- Maintain the customer service culture, and present professionally to all people at all times.
- Maintain and promote Goodwin's reputation as a quality organisation.
- Communicates and interacts with all consumers in a dignified and respectful manner.
- Commitment to quality systems and continuous improvement.

Selection criteria:

Essential requirements:

- Certificate III in Catering or Commercial Cookery
- Food Safety Supervisor
- Responsible Service of Alcohol - ACT

Essential skills:

- Knowledge of health and nutritional needs of older people.
- Ability to work with no or limited supervision.
- Sound understanding of HACCP process.
- Solid understanding of Work Health and Safety requirements
- Experience in managing a pass.
- Strong interpersonal skills and ability to communicate with stakeholders.
- Menu planning and costing skills.
- Ability to work under pressure.

Desirable skills:

- Experience in Work Health and Safety
- Basic computer literacy (E-Mail, MS Word, MS Excel)

Personal attributes:

- High ethical standard, is trustworthy and confidential.
- Works well individually and as a team member.
- Shows respect for cultural diversity in all communications and interactions with co-workers and consumers.
- Adapts to changing environments and demands.
- Enthusiastic, energetic, projects a positive image.
- Good attention to detail, efficiency and effectiveness.

Work health and safety:

- Take reasonable care for your own health and safety and the health and safety of others.
- Comply with any reasonable instruction by Goodwin.

Position Description Head Chef – Café			
<ul style="list-style-type: none"> • Observe and comply with the work health & safety policies and procedures of Goodwin. • Report any identified hazards, incidents including near misses or injuries which arise in the course of your work, using Goodwin’s reporting systems. • Undertake WHS training where required, in order to perform duties. • Participate and contribute to work health & safety practices to ensure a safe work environment. • Ensure that workers observe and comply with the work health & safety policies and procedures of Goodwin (management/supervisory roles). 			
Position approval:			
This position is approved under the Goodwin Enterprise Agreement at Supervisor Level 2.			
Authorisation:			
This position description has been authorised as part of Goodwin’s document management process. It comes into effect on the date indicated next to the signature.			
Signature:		Date:	
Position:			
PD Version:			