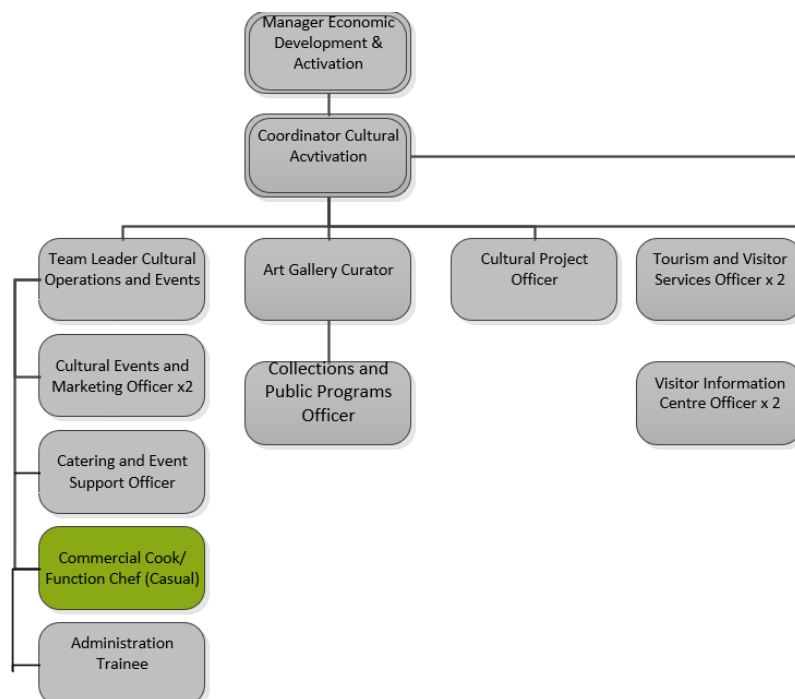


POSITION DESCRIPTION

Position Title	Commercial Cook/Function Chef - Casual
Position Number	26133
Division	Sport, Community & Activation
Branch	Economic Development and Activation
Grade	10
Special Requirements	Drivers licence Ability to work flexible hours, over a seven day spread as rostered.
Physical and Environmental Demands	Manual Handling
Authorities	As applicable and as delegated by the General Manager
Key Direction/s	An Enriched and Connected Community
Local Service/s	Community Support Facilities and Services

Reporting Structure



Position Purpose
To prepare and present catering for events for the Civic Centre and Oran Park Administration.
Key Result Areas
<ul style="list-style-type: none"> • Preparation and presentation of catering according to quality and service standards • Supervision, motivation and mentoring of casual kitchen staff • Ordering, receiving and stock management within budget • Safety and cleanliness of the kitchen and food storage areas • Menu and operational planning • Customer service • Corporate Core Values
Key Duties & Responsibilities
<ul style="list-style-type: none"> • Work with the centre management and casual support staff to deliver quality functions • Provide excellent catering and service with minimal wastage within event budget targets • Increase effective utilisation of the Camden Civic Centre through client satisfaction and return patronage • Develop menus that cater for a large variety of events • Maintain industry knowledge and relationships with suppliers to maintain cost efficiencies. <p>Customer Service</p> <ul style="list-style-type: none"> • Participate in the review, development and improvement of work systems and practices to enhance customer service and meet customer needs. • Demonstrate a strong customer focus which is accurate, responsive, timely and courteous <p>Corporate Core Values</p> <ul style="list-style-type: none"> • Continuously display Councils Corporate Core Values of Leadership, Innovation, Partnership, Commitment, Safety and Customer Focus.
WHS Responsibility
<ul style="list-style-type: none"> • Implement, monitor and, or comply with Councils WHS Management System, including but not limited to WHS Policies, Standard Operating Procedures, Risk Assessments/Work instructions and associated systems tools in their relevant work area.
Risk Management Responsibilities
<ul style="list-style-type: none"> • To act at all times in a manner which does not place at risk the health and safety of anyone in the workplace. • Responsible and accountable for taking practical steps to minimise Council's exposure to risks in so far as is reasonably practicable • Must be aware of operational and business risks. Particularly: <ul style="list-style-type: none"> ○ understand and adhere to the principles of Risk Management within their job role; ○ assist Managers and Team Leaders in identifying risks and risk treatments in their job role; ○ provide input into various risk management activities; ○ report all emerging risks, issues and incidents to their manager or appropriate officer; and ○ follow Council policies and procedures.

Essential and Desirable Criteria	
Essential <ul style="list-style-type: none"> • Qualifications as Commercial Cook or Chef and significant and relevant experience in the functions/hospitality industry. • Knowledge of issues pertaining to food safety, licensing, coordination of catering resources and demonstrated experience in hands on management of a range of food items. • Proven ability to work independently and as part of a team within a commercial kitchen • Demonstrated understanding of menu planning and food cost management • Flexibility and capacity to work during operational hours over a seven day spread, as rostered. • Demonstrated ability to work with a wide range of stakeholders with evidence of exceptional interpersonal communication, customer service and negotiation skills • Excellent time management and planning skills in a commercial kitchen/ event environment • Ability to work independently or as part of the team with demonstrated experience in rostering, mentoring and motivating the kitchen team • Ability to endure significant physical activity for extended periods • Demonstrated ability to apply EEO, WHS and ethical practice principals and to act with probity at all times 	
Desirable <ul style="list-style-type: none"> • Experience in stock management • Proficiency in a range of Microsoft computer software • A commitment to continued professional development 	
Prepared By	Coordinator Cultural Activation
Date Prepared	January 2023.
<p>I have read and understand the contents of the position description for my role and agree to work in accordance with the requirements of the position.</p> <p>I understand that this position description may change with organisational requirements and the tasks and responsibilities outlined in the position description may vary from time to time.</p>	
Employee Name:	
Employee Signature:	
Date:	