

### Chef

#### JOB SPECIFICATION

#### 1 BROAD PURPOSE OF POSITION

As the Chef your primary responsibilities will be to run an effective, happy, and efficient kitchen encompassing all elements of staff management, training and kitchen operations across preparation, service, and administration. This role requires a leader who is passionate about producing food that is of the highest standard.

#### 2 OUR VALUES

Adelaide Cemeteries fulfils a special role within our communities. At our heart, we provide essential services and information to help people navigate one of life's most significant and challenging events, death. Our Organisational Values express what Adelaide Cemeteries stands for, the way we present ourselves and our cemeteries, how we work together, make decisions and most importantly, how we treat our customers. It is important that every Adelaide Cemeteries employee "lives and breathes" our Organisational Values.

Our Values are:

**Courageous:** Say what we believe in and be willing to challenge and be challenged.

**Honest:** Be open, transparent and invite constructive feedback.

**Accountable:** Own our actions.

**Respectful:** Feel empathy, be considerate and willing to help.

**Trusting:** Have confidence in the ability of others.

#### 3 REPORTING/WORKING RELATIONSHIPS

Reporting to the Hospitality Manager

Work collaboratively with the Hospitality Team Leader

Barista, Kitchen Hand and a pooled resource of Hospitality and Food & Beverage Attendants report directly to Chef.

#### **4 KEY RESPONSIBILITIES AND ASSOCIATED ACTIVITIES**

- Develop menus that are of the highest quality
- Develop, nurture, and motivate a passionate team that strives for quality at all times
- Tend to with any kitchen issues and day to day needs as they arise
- Be able to work autonomously and demonstrate exceptional attention to detail
- Effectively manage staff rosters
- Source fresh, local produce and provisions
- Manage food costs and suppliers.

#### **5 ADDITIONAL ORGANISATIONAL REQUIREMENTS**

- 5.1 Commitment to working flexibly with some out of hours work required
- 5.2 Ability to communicate effectively, interact with co-workers, managers, and public.
- 5.3 Will be required to participate in an approved performance management program
- 5.4 Will be required to participate in relevant trainings to satisfy compliance and health and safety requirements
- 5.5 Will be required to submit police history checks
- 5.6 Commitment to the principles and practices of ethical conduct, equity, and respectful behaviour within the workplace
- 5.7 Continuous improvement and quality assurance
- 5.8 High quality, sensitive customer service delivery standards
- 5.9 A flexible approach to the taking of leave is required
- 5.10 The ability to work calmly under pressure.

### 6 WORK HEALTH SAFETY REQUIREMENTS

- 6.1 Take reasonable care of the health and safety of yourself and others. You must cooperate with Adelaide Cemeteries in their efforts to comply with Work Health & Safety requirements
- 6.2 You should not undertake any task unless you have been adequately trained and are qualified in accordance with Work Cover and other requirements to undertake the task
- 6.3 Always ensure that you and your fellow employees utilise safe working procedures and personal protective equipment applicable to the task to be undertaken. This obligation applies to each aspect of work to be carried out by all employees and contractors
- 6.4 Immediately report any condition, which threatens your safety, the safety of a co-worker or member of the public
- 6.5 Where necessary, take immediate corrective action where something poses a threat to health and safety. Further, report and document any corrective action to the appropriate worker to ensure that the situation does not recur.

### 7 ENVIRONMENTAL REQUIREMENTS

Contribute to the successful implementation of Adelaide Cemeteries' Environmental Management System by complying with Adelaide Cemeteries' environmental policies and obligations to ISO140001 Environmental Management Systems by taking appropriate action in areas such as:

- 7.1 Supporting Adelaide Cemeteries to fulfil its compliance obligations to protect the environment by preventing or mitigating adverse environmental impacts
- 7.2 Have an awareness and understanding of the requirements of the Environmental Management System
- 7.3 Actively participate in environment awareness training
- 7.4 Make suggestions to Top Management or the EMSC regarding opportunities for continual improvement
- 7.5 Demonstrate commitment with respect to the Environmental Management System and all activities associated with the reduction of Adelaide Cemeteries' greenhouse gas emissions, including but not limited to:
  - 7.5.1 Maximising the diversion of waste from landfill from business operations
  - 7.5.2 Encourage the efficient use of water
  - 7.5.3 Consider the lifecycle perspective of an activity, product, or service
  - 7.5.4 Protection of Adelaide Cemeteries environmental assets
  - 7.5.5 Minimise power requirements whenever possible

### 8 PROCUREMENT

Officers such as administrative staff, team leaders, and senior decision makers with a requirement to procure goods and services, manage contracts and budgets on behalf of Adelaide Cemeteries are required to discharge procurement and contract management duties in accordance with Adelaide Cemeteries' Procurement Framework.

You will be deeply committed and involved in sharing your passion for “locally sourced philosophy”, taking responsibility for our ecological footprint and making big strides in introducing more sustainable practices across our venue.

### PERSON SPECIFICATION

#### QUALIFICATIONS

- **Essential** – Commercial cooking degree or similar

#### KNOWLEDGE, SKILLS, AND EXPERIENCE

##### **Essential**

- Adequate experience as a Chef in a quality establishment
- Excellent organisational skills and ability to prioritise work duties to meet deadlines
- Proven history of producing quality food
- Proven history of being able to motivate, lead and develop a passionate team
- Ability to manage suppliers, food costings, staffing and other budget management
- Proven ability to develop interesting and iconic menu's
- You are a professional with excellent communication skills who can work collaboratively with the company Directors to achieve the company vision
- Understanding of safe working practices and food safety
- Experience and efficient use of MS Office Suite
- Ability to provide on-going Police Checks
- Willingness to undertake training modules relevant to the business needs
- Ability to work in a cemetery environment.

### KPI's

1	Staff management	6 months	Proven history of being able to motivate, lead and develop a passionate team and maintaining staff turnover of less than 5%.
2	Food quality and menu development	6 months	Develop seasonal menus with interesting but approachable breakfast, lunch, and dinner. A theme that rivals on trend food institutions in local area. Must be open to suggestions on food items to ensure that target market is accepting of food style. Management and chef have a collaborative relationship and management have final say on food produced.
3	Staff costs	6 months	Manage staff costs to budgets set by management.
4	Food costs and supplier management	6 months	Manage food costs and supplier management to budgets set by management. Ensure that all suppliers can provide a consistent product and if not, they are not to be used. Orders to be placed on time to ensure that stock is always on hand. Ordering records to be kept.
5	Hygiene and cleanliness	6 months	Kitchen to be managed to local food safety standards and must pass all inspections.
6	Reporting and communication	6 months	Weekly reporting on food cost, staff, wastage, safety, QA, etc. with solutions provided to management.
7	Recruitment	6 months	Staff recruited must have the necessary skills and attributes to do the role successfully.
8	Tardiness	6 months	Report to work each day on time and ensure that all staff do the same.
9	Customer complaints	6 months	Conduct review of root cause and make changes as required and communicate this to staff and management.
10	Standard recipes	6 months	Standard recipes must be used for all dishes and food items to ensure consistency. QA checks on compliance must be carried out daily.