



Working for the community with pride

JOB DESCRIPTION

Position Title	Commi Chef
Reports To	Head Chef and HSCC Manager
Effective Date	May 2016

Position Title	Commis Chef
Status	Full Time
Level	Registered & Licenced Clubs Award Grade 5, salaried position
Key Objectives	<i>The Commi Chef is a key role with responsibility to support the Head Chef and Sous Chef to achieve the desired outcomes of the HSCC</i>
Direct Reports (if applicable):	<i>Apprectices, Casual Kitchen personnel</i>

Position Requirements & Conditions	Full-time appointment The days to be worked will be agreed with and approved by the Manager 7 day a week operation with out of hours work Salary package to be negotiated Annual Performance Reviews Current driver's licence required Certificate III in Commercial Cookery (SIT30813)
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Responsibilities

Provide ideas and options of all food menus
 Set up and stock stations with all necessary supplies
 Prepare food for service (e.g. chopping vegetables, butchering meat, or preparing sauces)
 Cook menu items in cooperation with the rest of the kitchen staff
 Ensure that food comes out simultaneously, in high quality and in a timely fashion
 Answer, report and follow executive or sous chef's instructions
 Clean up station and take care of leftover food in accordance with Club policy
 Stock inventory appropriately
 Comply with and enforce nutrition and sanitation regulations and safety standards
 Maintain a positive and professional approach with co-workers and customers
 Train subordinate kitchen staff as required to meet the objectives of the HSCC
 Foster sound relationships with front of house staff and kitchen staff
 Abide by the Liquor Licensing, Occupational Health & Safety Act, Discrimination Act, Gaming Commission Acts, Food Safety Act and the Crimes Act.
 Report all equipment breakdowns or failures to management.
 Attendance at all department meetings
 Any other duties as required by the Head Chef or HSCC Management

Human Resources

Oversee the work of subordinates and correct where performance where standards are not met
 Provide regular feedback to the Head Chef and Sous Chef on kitchen staff
 Encourage staff moral at a level essential for a Club of this type
 Comply with and enforce all aspects of OH&S compliance
 Comply with and ensure all work procedures are followed to meet all expected outcomes
 Assist in the induction of all casual staff

Leadership

Lead by example in all aspects of Club operations
 Provide direction and support to all sub-ordinate kitchen staff
 Assist the Head Chef and Sous Chef with the organising and implementation of food service
 Ensure daily food preparation lists are coordinated for effective production
 Support a culture of information sharing and culinary leadership amongst all staff
 Foster a climate of cooperation and respect between co-workers
 Provide ideas and feedback to the Head Chef to achieve continuous improvements.
 Ensure patron satisfaction with regards the food being served

Administration

Assist with the management of the Club's food service operations to ensure agreed margins are maintained
Maintain the appropriate and updated desk top operational and audit procedures and manuals

OH&S

Comply with and enforce staff follow a safe workplace policy in accordance with company guidelines
Ensure all staff are using kitchen equipment as per the required guidelines
Report all hazards to the Head Chef or HSCC Management and proactively monitor the workplace for potential hazards

Personal specification

Calm manner and copes well under pressure
Sound work ethic
A flexible and adaptable work approach
Show professionalism and a commitment to HSCC at all times
Corporate presentation at all times
Able to maintain a team environment
Excellent organisation skills
Quick thinking
Excellent communication skills

Competencies

Experience working in a successful kitchen operation

Planning and Organisation

Able to efficiently and independently work alone to accomplish a goal

Strong organisational focus

Ability to prioritise

Management Control

Able to effectively engage subordinates to achieve desired outcomes

Communication Skills

Excellent verbal and written communication skills

Customer Service

Present and conduct yourself professionally whilst on duty ensuring customer satisfaction

Attention to Detail

Accomplishes tasks efficiently following HSCC policy and procedure

Adaptability

Able to remain effective when faced with changing tasks, responsibilities or people

Delegation

Able to effectively allocate responsibilities to the appropriate resource

Effective Date: February 2016