

## POSITION DESCRIPTION

Commis Chef, Bellbird Dining and Bar– Casula Powerhouse  
(POS2356)

<b>Directorate:</b>	City Community and Culture	<b>Department:</b>	Casula Powerhouse Arts Centre
<b>Position Grade:</b>	Grade 7	<b>Reports to:</b>	Head Chef, Bellbird Dining & Bar
<b>Last review:</b>	August 2020	<b>Next review:</b>	August 2023
		<b>Version No.:</b>	1.0

### Position purpose:

The Commis Chef provides goods and services to patrons, visitors and staff in a courteous prompt manner whilst maintaining a clean and hygienic work environment and practicing safe food handling techniques. The Commis Chef has a “hands-on” approach whilst working as part of a team.

### Key accountabilities/responsibilities:

Responsible for:

- 1) Ensuring that the highest standards of food preparation and presentation are maintained at all times while preparing food for Bellbird and catered CPAC events and functions.
- 2) Fully complying with all Health and Safety and Food Hygiene Regulations at all times ensuring kitchen staff also comply and understand.
- 3) The daily operations of Bellbird and Kitchen including ensuring the Restaurant, Birdy-On-The-Go, Kitchen and food storage areas are safe, orderly and clean at all times.
- 4) To ensure all kitchen equipment and structure is kept and maintained in safe and good working order at all times and to advise where repairs and/or additional maintenance is required.
- 5) Providing excellent customer service, serving customers promptly, courteously and with a smile.
- 6) Assist with set-up, set-down and cleaning of the kitchen and Birdy-On-The Go area according to procedure on a daily basis and maintaining a clean and tidy environment at all times in the kitchen and preparation areas.
- 7) Follow Council's policies and procedures when carrying out work to ensure risks are managed. Report all incidents, risks and issues to management on a timely manner.

### Decisions made in the position:

- 1) Preparing food for patrons at the Restaurant and LCC events.
- 2) Providing table service when applicable.
- 3) Notifying Head Chef and Sous Chef when stocks are low.

### Decisions referred:

- 1) Financial Delegation.
- 2) Menu planning.
- 3) Ordering stock.

### Key issues/challenges:

- 1) Maintaining a calm, friendly, professional approach to service deliver during busy work commitments.
- 2) Communicating with a diverse group of visitors to the Centre.
- 3) Dealing with difficult patrons.

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- 4) Always delivering food at high standards.
- 5) Working in a high pressure, high turnover environment.
- 6) Working as part of a team.

### **Key working relationships:**

- |                            |                  |
|----------------------------|------------------|
| • Head Chef                | • Sous Chef      |
| • Kiosk Attendant          | • Director, CPAC |
| • Assistant Director, CPAC | •                |

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## POSITION SPECIFICATION

*This section needs to be addressed in any application for this position.*

Addressing the essential and desirable selection criteria individually is highly recommended as it allows the selection committee to assess how you meet the criteria in a clear and concise way. Applicants who do not meet the essential criteria will not be considered.

### ESSENTIAL CRITERIA

#### Qualifications/Licences

- Certificate IV or Diploma level in Commercial Cookery or equivalent experience.
- Current Class C Drivers Licence

#### Experience

- Minimum one years' experience as a Chef in a fast-paced commercial kitchen.
- Food preparation in a fast paced environment.
- Experience in delivering menu concepts.

#### Knowledge and Skills

- Knowledge of Work Health and Safety practices, the principles of Equal Employment Opportunity, ethical practice and multi-cultural diversity.
- A thorough knowledge of HACCP procedures and practices.
- Preparing, cooking and serving food in accordance with set menus ensuring that a high level of quality and presentation is achieved at all times according to agreed standards.
- Cash handling.

### DESIRABLE CRITERIA

#### Qualifications/Licences/Experience/Knowledge and Skills

- Excellent communication and negotiation skills.
- R.S.A.
- First Aid.
- Basic computer literacy.

## **Our vision:**

**Aspiring to do great things – for ourselves,  
our community and our growing city.**

## **Our values:**

**Ambitious**

**Authentic**

**Collaborative**

**Courageous**

**Decisive**

**Generous**