

POSITION DESCRIPTION

Apprentice Chef, Bellbird Bar and Dining
Casula Powerhouse Arts Centre (POS2199)

Directorate:	City Community Culture	Department:	Casula Powerhouse Arts Centre
Position Grade:	Apprentice	Reports to:	Head Chef, Bellbird Bar and Dining
Last review:	August 2018	Next review:	August 2020
		Version No.:	1.0

Position purpose:

To provide practical experience and training in a commercial kitchen with on-the-job learning. The Apprentice Chef works closely with the Head Chef and Sous Chef, Bellbird Bar and Dining in all aspects of food preparation and production. This position provides the opportunity to learn and build experience and as such, requires commitment to completion of all learning and development activities within the Training Plan.

Key accountabilities/responsibilities:

Responsible for:

- 1) Self-directed learning and development as well as undertaking required training.
- 2) Handling food according to safe food practices.
- 3) Maintaining a safe and sanitary work area.
- 4) Assist general food production and preparation to a high standard (under the supervision of the Head Chef and/or Sous Chef).
- 5) Minimising food waste.
- 6) Cleaning, maintaining and storing equipment safely (under the supervision of the Head Chef and/or Sous Chef).
- 7) Delivering excellent customer service.
- 8) Assisting the Head Chef and Sous Chef in promoting Bellbird Bar and Dining to ensure it delivers an excellent culinary visitor experience.

Decisions made in the position:

- 1) Deliver excellent customer service.
- 2) Maintaining a professional appearance in the workplace at all times.
- 3) Working professionally and collaboratively as part of a team.
- 4) Initiative and problem solving.

Decisions referred:

- 1) Purchasing of stock for kitchen.
- 2) Repairs and maintenance of Bellbird equipment.
- 3) Menu planning.

Key issues/challenges:

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- 1) Meeting deadlines in relation to food preparation
- 2) Prioritising and manage own time.
- 3) Dealing with customers
- 4) Using technology and developing new technology skills

Key working relationships:

- Head Chef.
- Sous Chef
- Director, Casula Powerhouse
- Assistant Director, Casula Powerhouse

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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

- Minimum Year 10 High School Certificate.
- Willing to undertake school cookery studies

Experience

- Basic kitchen experience.

Knowledge and Skills

- A demonstrated passion for the food industry and service to customers.
- Basic culinary skills (e.g. Knife skills, knowledge of different ingredients, cooking equipment, kitchen procedures).
- Initiative and problem solving skills.
- Literacy and numeracy appropriate to the position.
- Effective verbal communication skills

DESIRABLE CRITERIA

Qualifications/Licences/Experience/Knowledge and Skills

- Enrolment in commercial cookery school or experience working in a commercial kitchen.

Our vision:

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

Our values:

Ambitious

Authentic

Collaborative

Courageous

Decisive

Generous