



## POSITION DESCRIPTION

**Position title:** Chef de Partie

**Department:** Operations

**Reporting to:** Executive Chef

**Supervises:** Kitchen Hand/s

**Employment type:** Casual / Full Time / Part Time / Contract

**Classification:** Level 3.1  
Higher Education Industry – General Staff Award 2010

**Conditions:** 38 hours per week;  
May include some weekends and nights as dictated by business requirements;  
Eligible for Laundry Allowance

### Purpose

The Chef de Partie is responsible for the ongoing operation of the USU Outlet kitchens, and ensuring all products entering or leaving the kitchen the best possible quality.

The Chef de Partie also ensures that all kitchen activities in assigned specific outlets are completed in an effective and safe manner, ensuring the area is running at peak efficiency; with due regard to the quality of both food and service within an effective team environment.

POSITION ACCOUNTABILITY STATEMENTS (PAS)		
Key Result Areas	Key Tasks	Key Performance Indicators
Food Preparation	<p>Ensure all food is correctly made in accordance with the standard recipes, HACCP requirements, instruction and demonstration provided</p> <p>Presentation of product is of a consistent high standard</p> <p>Ensure ordering for responsible section is carried out correctly and there is not over ordering</p>	<p>Correct completion of HACCP forms and processes</p> <p>Consistent, high quality food is prepared correctly and to the correct temperatures</p> <p>Ordering is correctly completed within required timeframes</p>
Kitchen Cleaning and Maintenance	<p>Ensure the Outlet is well presented and that all equipment and Outlet is cleaned at end of shift</p> <p>Ensure Outlet is kept fully stocked at all times in accordance with the procedure manual and specifications</p>	<p>Organisational and Department policies and procedures adhered to</p> <p>Cleans the Outlet and displays products according to procedure</p>

	<p>Ensure the kitchen is cleaned down after each service</p> <p>Ensure the cleaning and maintenance schedule is adhered to and kept up-to-date</p>	<p>Stock levels maintained according to Department standards</p>
Cost Control	<p>Ensure correct portion controls are maintained, all wastage to be calculated and reported daily</p> <p>Assist in completion of daily order sheets where necessary</p> <p>Maintain par stock levels as agreed</p> <p>Manage raw food in a manner that minimises wastage</p>	<p>Stocktakes are within reasonable variance</p> <p>Stock levels and controls are reported accurately</p>
Compliance	<p>Comply with Organisational, Departmental and Legislative Work Health and Safety requirements</p> <p>Work completed in compliance with HACCP process and procedures</p> <p>Cash handling procedures complied with</p> <p>Excellent personal hygiene and presentation is demonstrated at all times, in line with USU Policies and Procedures</p> <p>Opening and closing of kitchen</p> <p>Ensuring that all Kitchen areas, storage areas, cool rooms and freezers are kept clean and tidy at all times</p> <p>Stock and product is stored in accordance with HACCP hygiene regulations and systems</p> <p>Use safe manual handling techniques and practice safe work habits following USU HACCP policies</p> <p>Wear/use protective clothing/ equipment provided where necessary</p> <p>Take a consultative role in assisting and maintaining a clean, tidy work area and a healthy and safe working environment</p> <p>Report all incidents and hazards immediately to Executive Chef, Supervisor and/or the People &amp; Culture Department</p>	<p>Minimum of incidents in area, all incidents/near misses reported before completion of shift</p> <p>HACCP processes and forms are completed accurately</p> <p>Variances are within responsible range</p> <p>High standard of personal hygiene demonstrated at all times</p> <p>Cash Handling procedures complied with</p> <p>Kitchen operating procedures complied with</p> <p>Kitchens are correctly opened and closed</p> <p>All incidents and hazards reported immediately</p>

Work Health & Safety (WHS)	<p>Conduct all work in a safe manner</p> <p>Comply with all WHS policies, procedures and instructions</p> <p>Report all incidents and hazards immediately to Supervisor and People &amp; Culture Department</p> <p>Use and maintain safety devices and personal protective equipment correctly</p>	<p>All incidents and hazards reported immediately</p> <p>All WHS instructions, policies and procedures complied with</p>
Demonstrate commitment to the department and USU as a whole	<p>Shows a willingness to assist others – both within own department and in other areas</p> <p>Forthcoming with ideas</p> <p>Performs other reasonable duties as requested by Supervisor</p> <p>Interacts with team and other stakeholders in a professional, respectful, polite and courteous manner</p>	<p>Responsive to requests</p> <p>Willing to assist in times when the area is short staffed</p> <p>Attends and interacts constructively at meetings</p> <p>Takes an interest in the challenges faced and contributes ideas/ suggestions to make improvements</p> <p>All interactions are professional, respectful, polite and courteous</p>

#### Essential Criteria

- Tertiary qualifications in Hospitality or Commercial Cookery
- 2+ years' previous experience working in a fast paced café or commercial kitchen
- Current Food Handlers Certificate or higher or willingness to obtain
- Demonstrated excellent customer service skills
- Demonstrated excellent verbal and written communication skills
- Excellent personal presentation
- Flexible 'can do' attitude towards work
- Willing and able to move between USU kitchens as required

#### Desirable Criteria

- Current Responsible Service of Alcohol (RSA) photo card and certification
- Ability to carry 3 plates as per hospitality standards
- Experience in opening and closing kitchens and/or Outlets
- Knowledge of cost control and stock control
- Knowledge of HACCP and Work Health and Safety Regulations and requirements

#### Physical Requirements

Required frequently: standing, walking, chopping, bending, reaching, scooping

Required occasionally: squatting, kneeling, lifting above shoulder height, lifting up to 15 kilograms

Compiled by: People & Culture Manager Date: Nov 2016

Authorised by: People & Culture Date: Nov 2016

Current Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

