

JOB DESCRIPTION

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| Position | : | Head Chef |
| Incumbent | : | |
| Reports to | : | Food & Beverage Manager / General Manager |
| Overall Goal | : | Responsible for managing the kitchen to provide members and guests with food prepared and presented to the standards required by the Club within budgeted time and cost constraints. |

KEY RESULT AREAS

1. PREPARATION AND PRESENTATION OF FOOD

To ensure high quality food service is provided to members and guests at all times.

This will have been satisfactorily achieved when:

- 1.1 The quality of food offered is appropriate to maximise sales and to meet the expectations of members, guests and function clients.
- 1.2 The preparation and presentation of food is of a high standard and meets the daily and evening requirements of members, guests and function clients using the Club.
- 1.3 Quality food service has been provided to members, guests and function clients to the highest culinary standards at all times.
- 1.4 Ideas have been communicated to the Food & Beverage Manager and General Manager to increase food sales and improve the level of service offered to members, guests and function clients.

2. FOOD PURCHASES, STOCK CONTROL, WASTAGE & EQUIPMENT

To ensure appropriate stock levels and equipment are controlled and maintained for the Club's operations.

This will have been satisfactorily achieved when:

- 2.1 The level of stock-holdings of kitchen stock is appropriate for anticipated sales and minimises wastage.
- 2.2 Relationships with suppliers have been established and maintained to meet the requirements of the Club.
- 2.3 Monthly and annual stocktakes have been balanced within an agreed margin and in a timely fashion.
- 2.4 All kitchen equipment has been properly maintained and serviced, and where appropriate, new equipment has been sourced and installed on time and within budget.
- 2.5 Future capital expenditure and budget items for the kitchen have been identified and prioritised for Club budgeting purposes.

3. STAFF SELECTION, SUPERVISION AND TRAINING

To ensure appropriately skilled and trained staff and staffing levels are maintained for the Club's operations.

This will have been satisfactorily achieved when:

- 3.1 Suitable staff have been employed to meet the ongoing needs of the kitchen operations.
- 3.2 The daily and evening activities of kitchen staff covering food preparation and presentation, clearing and cleaning up have been managed to the standards expected by the Club.
- 3.3 All kitchen staff have received appropriate training and perform their duties in accordance with their respective roles.
- 3.4 Staff have presented themselves in a manner and dress to represent the Club as professional at all times, or corrective action has been taken when necessary.
- 3.5 The formulation of weekly rosters for kitchen staff has been completed, in conjunction with the Food & Beverage Manager, to coordinate starting and finishing times.

4. ESTABLISHMENT AND COSTING OF MENUS

To ensure members, guests and function clients are offered a variety of suitable menu options and that costings deliver an appropriate level of return for the Club.

This will have been satisfactorily achieved when:

- 4.1 Function, Snack, Bistro and Dining Room menus have been updated on a regular basis with fresh ideas and choices offering a variety of culinary experiences for members, guests and function clients, and to ensure maximum profitability for the Club.
- 4.2 All new menus have been costed out and priced to maintain appropriate profit margins in accordance with Club policies.
- 4.3 All staff have been trained and versed on all menu options and that the presentation of food is always of a consistent nature.

5. HYGIENE AND OHW&S

To ensure hygiene requirements, Occupational Health and Safety and other Club policies and procedures have been complied with.

This will have been satisfactorily achieved when:

- 5.1 Occupational Health, Safety and Welfare policies and procedures, and other legislative and statutory requirements are complied with at all times and breaches reported to the General Manager within a reasonable timeframe as per Club policy.
- 5.2 Contractors have received a suitable level of supervision and the quality of work meets approved standards

Dated

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General Manager

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Head Chef