**POSITION TITLE: Chef or Cook**

**BRANCH: Conference Centres**

**LOCATION:** Port Hacking

**REPORTS TO:** Catering Coordinator

**AWARD/CLASSIFICATION:** Salary

**KEY INTERACTIONS: Externally:** Suppliers, guest group members

**Internally:** Conference Centre Stakeholders

**EMPLOYMENT TYPE:** Permanent: Full-time, or Part-time (rotating shifts Monday-Sunday)

**DATE EFFECTIVE:**  April 2022

**APPROVED BY:** Darren Robertson

**ANGLICAN YOUTHWORKS**

Youthworks is chartered by ordinance to assist the Sydney Anglican diocese in its ministry towards children, youth, and families with the freedom to serve beyond this field (both denominationally and geographically). Youthworks therefore seeks to serve youth directly, as well as through the institutions where they may be found, namely in families, churches, and schools. It fulfils this through its vision, mission and values as stated on our [website](https://www.youthworks.net/about/mission-values).

**YOUTHWORKS CONFERENCE CENTRES**

Youthworks Conference Centres provide a place of temporary community for groups for relational and personal growth. We are intentional partners to schools, churches and like-minded community groups through networking, collaboration, and facilitation of Word ministry. We are providers of outstanding venues in amazing locations and Christian hospitality. We believe our interactions with our guests and each other are opportunities to promote and proclaim the gospel.

**POSITION PURPOSE**

To play a key role in contributing to our guest’s satisfaction and enhance Youthworks reputation, through preparing meal items to required specifications and standards. As well as, but not limited to, helping keep the kitchen organised and running efficiently whilst ensuring proper food handling, sanitation and food storage procedures are followed.

**POSITION RESPONSIBILITIES**

*Meal production*

* Setting up workstations will all needed ingredients and catering equipment
* Prepare ingredients / food for cooking and service in a timely manner
* Cook and prepare menu items in cooperation with the rest of the catering team
* Ensure that food is prepared and delivered to service point(s) in a timely manner
* Manage stock inventory appropriately and rotate stock as needed

*Health and Safety*

* Ensure that all food, stock items and additional items are stored correctly and safely
* Maintain a sanitized and orderly environment in the kitchen
* Ensure compliance with all health and safety regulations within the kitchen area
* As required assist in the supervision of casual catering staff

*Additional Responsibilities*

* Interact with guests in a friendly and courteous manner and communicate accurate and consistent information as it relates to Youthworks’ policies and procedures.
* Contribute to providing a safe, inclusive, and supportive environment for guests
* Contribute to a high-quality guest-centered catering service that achieves an excellent customer experience for guests and promotes Youthworks in a positive way.
* Provide input and feedback on system improvement measures that ensure excellence in service to guests
* Accurately maintain and keep up to date relevant records as needed by Youthworks and industry standards
* Ensure that any irregularities in operations, returned food, stock items and systems are reported to relevant stakeholders in a timely manner.
* Undertake other duties related to the role as directed by the Catering Coordinator and or the Head of Conference Centres.

**Employee responsibilities**

* Attend Youthworks conferences, events, and training
* Adhere to Youthworks policies and procedures
* Propose and undertake appropriate professional development
* Keep up to date with industry knowledge, initiatives, and changes for continuous improvement in service delivery
* Perform additional duties within skill set as required from time to time
* Comply with Youthworks standards as well as industry regulations and safety standards
* Contribute to the improvement of the policies and procedures
* Ensure all relevant reporting occurs promptly, is enacted as needed and filed accordingly
* Model Christian behaviour in all aspects of the role
* Work autonomously and effectively in a ministry environment where it is important that time is used efficiently, honestly, and resourcefully
* Be an active member of the Youthworks community, including participating in team meetings and devotions.
* Demonstrate continual commitment to Youthworks’ Mission
* Work consistently with the values and ethos of Youthworks as a Christian employer

**SKILLS, KNOWLEDGE, AND EXPERIENCE (SELECTION CRITERIA)**

**Essential**

* Proven experience as a Chef or Cook
* Catering or cooking qualifications
* Hands on experience with various commercial kitchen equipment
* Ability and availability to cover shifts Monday to Sunday to assist with seven-days-per-week operations
* Ability to drive a manual vehicle, or willingness to learn
* Flexible, collaborative, proactive and innovative
* Excellent personal presentation
* Excellent organizational and time management skills with the ability to multitask and to be flexible to reflect changes in priority
* Computer literacy in Microsoft Office applications
* Well-developed written and verbal communication skills with a focus on providing outstanding customer service
* A systematic and focused approach to tasks with a strong attention to detail
* An ability to work with a wide range of employees to achieve effective outcomes
* A strong work ethic
* Commitment to personal ongoing learning
* A willingness to work within an overtly Christian environment and an Anglican organisation
* Commitment to work towards Youthworks mission
* Verified and Cleared NSW Working With Children Check number for paid employment

***Desirable***

* Personal Christian faith
* Church-based safe ministry / safe church training programs endorsed by the National Council of Churches in Australia Safe Church Program
* Food Safety Supervisor qualifications

|  |  |  |
| --- | --- | --- |
| **Acknowledgement** | **Employee** | **Supervisor** |
| I understand and accept the responsibilities as outlined in this role description. | Signature:Date: | Signature:Date: |