

## JOB DESCRIPTION

**Position:** Head Chef (11 hrs)

**Site:**

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**Brief:**

- To provide healthy nutritious food as per the menu to the standards expected by Action Industrial Catering Pty Ltd.
- Ensure that all food prepared and stored is done so in accordance with the Health regulations.
- To ensure that the Food Cost is within Budgeted figures.
- To control and supervise Kitchen Staff.
- To ensure the co-operation and moral of all Kitchen staff.
- To ensure Kitchen and Dining Room are maintained to the standards required by Action Industrial Catering Pty Ltd.
- To ensure prompt and friendly service in the Dining Room to all Residents and Visitors to site.
- Other duties as directed by Site requirements.

**Reporting to:** Village Manager  
Operations Manager (Perth Office)  
Marketing Manager (Perth Office)

**Scope of Duties:**

- To provide a variety of healthy nutritious food to the Residents on site whilst maintaining Food Cost Budget.
- Maintain the cleanliness and safe preparation of food as per the Health Regulations.

**Daily Schedule:**

- 0800 – 0815     **Inspect Kitchen**
- Check Salad Bar
  - Record temperatures
  - Check site numbers.
- 0815 – 1030     **Lunch Preparation**
- Heat up pre-prepared foods (ie soup, gravy, wet dishes etc)
  - Cook off rest of menu.
- 1030 – 1115
- Wipe down work area
  - Prepare food for presentation
  - Prepare garnishes.
- 1115 – 1130     **Inspect Dining Room**
- Rectify any problems.
  - Train staff where required.
- 1130 – 1200
- Set up hot food in Bain Marie
  - Set out utensils as required
- 1200 – 1300     **Lunch Service**
- Top up food as required.
  - Change dixies as required.
  - Keep Bain Marie clean and tidy.

- 1300 – 1330      **Break down Lunch**
  - Wrap, date and store any food.
  - Wipe down Kitchen.
  - Set task for Utility in liaison with Camp Manager.
  
- 1330 – 1500      **Break**
  
- 1500 – 1615      **Dinner Preparation**
  - Heat up pre-prepared foods (ie Soup, gravy, wet dishes etc)
  - Cook off rest of menu.
  - Wipe down work area.
  - Prepare food for presentation.
  - Prepare garnishes.
  
- 1615 – 1630      **Inspect Dining Room**
  - Rectify any problems.
  - Train staff where required.
  
- 1630 – 1645      Set up hot food in Bain Marie  
Set out utensils as required.
  
- 1645 – 1915      **Dinner Service**
  - Top up food as required.
  - Change dixies as required.
  - Keep Bain Marie clean and tidy

**Throughout Dinner**  
Prepare meats, vegetables and other foodstuffs as required for next day's menu.
  
- 1915 – 2030      **Break down Dinner**
  - Wrap, date and store any foodstuffs.
  - Wipe down Kitchen
  - Set tasks for Night Cook.
  - Defrost any meat etc as required.

**General Guideline for Chef's**

- Thurs              Receive, check and properly store delivered goods.
- Friday nlt 10am   Write orders for following delivery.
- Sunday            Stocktake as required – fortnightly.
- Handover        The evening meal is fully set up in Bain Marie.  
Any other foods that need to be cooked should be left readily available.  
Any meats required for next 3 days should be out and defrosted.

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I \_\_\_\_\_ have read and understand the requirements of the Head Chef position.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

Manager Signature \_\_\_\_\_ Dated: \_\_\_\_\_