Job Title: Sous Chef
Award: Higher Education Industry—General Staff—Award 2010
Starting Classification: HEW4
Starting Salary: TBA + superannuation guarantee
Location: Grace College
Status: Fulltime (38 hours)
Preferred Start Date: Monday 1 February 2016
Delegation Responsibilities: Kitchen & Dining Room Staff & Contractors

Purpose:
To ensure that catering services are provided in an efficient, effective and professional manner to a standard commensurate with the ethos and nature of the College and with high standards of food service and food safety.

To assist and support the Head Chef in the responsible management of all areas of work related to the kitchen and dining room at the College, maintaining the current standard of service delivery and identifying areas where improvement can be made.

To oversee, assist and advise on and monitor all operations within the kitchen and the dining room under direction of and in coordination with the Head Chef.

Reporting & Relationships:
The Sous Chef is a key position, reporting directly to the Head Chef.

The Sous Chef will also need to work closely and cooperatively with the other members of the College Management Team (Principal, Dean of Students, Community Relations Coordinator, Maintenance Manager and Business Manager) to ensure that catering services meet the needs of the College, and that monitoring and management of all matters related to the kitchen and dining room is conducted within appropriate College policies and procedures.

The Sous Chef will need to work well in the pressured team environment of a College commercial kitchen, employing appropriate and effective people management skills.

This is a fulltime position (38 hours) primarily between the hours of 0600 and 1900 (but not limited to) on a seven day roster to be worked flexibly with overtime as required by the role and posted rosters and arranged with the Head Chef.
**Duties:**

All necessary tasks associated with achieving the Purpose as stated above including, but not limited to:

**Catering**

1. Assisting the Head Chef in planning and preparing menus and related information for all meals served through the College kitchen and dining room.
2. Providing meal and related information to staff as required ensuring implementation and smooth operation of the College.
4. Assisting in ordering and stock control of all kitchen and dining room requirements.
5. Oversight of and accountability for food service and food safety within the College.
6. Liaising with other College Management staff as required in relation to standard meals, functions and special events.
7. In consultation with the Dean of Students and/or Principal via the Head Chef, assisting residents with their needs to run activities as part of the College culture.
8. Oversight of preparation and presentation of the kitchen, dining room and other meal service areas within the College.

**Financial Oversight & Stock Control**

1. Monitoring of deliveries and invoicing from suppliers and any discrepancies are bought to the Head Chef’s attention asap

**Kitchen & Dining Room Staff & Contractors**

1. Oversight of performance and productivity of all kitchen and dining room staff in consultation with the Head Chef.
2. Delegating daily and regular on-going tasks to kitchen and dining room staff and/or contractors to achieve established catering objectives.
3. Assist in maintaining good operational relationships with external suppliers of goods and services related to the kitchen & dining room for the benefit of the College.
4. Advising the Head Chef or Maintenance Manager on maintenance requirements, staff and contractor matters related to the kitchen and dining room.

**Work Health Safety**

The Sous Chef will:

1. observe and adhere to all work health, safety and environmental regulations, codes of practice, standards and rules;
2. promote work health, safety and environmental sustainability best practice through leadership and example.

**General Administration**

1. Undertaking any additional tasks as may be required at the request of the Head Chef.
Other Requirements and Conditions

The Sous Chef must hold or be eligible to hold a Blue Card (Working with Children Check) or have an appropriate exemption.

The Sous Chef is required to hold a current Qld Police Check.

The Sous Chef may be required to up-grade skills in relation to areas of operation within the college. The College will provide for this within its staff development budget.

During normal operating periods (Semesters 1 & 2 of The University of Qld) when the College kitchen is fully operational, Grace College staff are provided with meals during working hours.

Key Selection Criteria

Willingness to work within the ethos of Grace College (refer to College Values Statement).

A relevant qualification and subsequent relevant work experience of 3-5 years.

Ability to work under general direction; and to supervise and coordinate employees and contractors to achieve objectives in liaison with the Head Chef.

Proficiency in working within established systems, policies, procedures, rules and regulations and their interrelationship.

Ability to apply high-precision trade skills to a varied range of tasks demonstrating elements of creativity and planning.