



MARIST COLLEGE ASHGROVE

Sous Chef

Position Description

GROUP FUNCTION	College Services	DATE	February 2019
DEPARTMENT	Business Performance & Commercial	JOB LEVEL	Services Level 3
SECTION	Catering Services		
POSITION TYPE			
POSITION TYPE	Full Time		
REPORTING STRUCTURE			
REPORTS TO (TITLE)	Head Chef		
MANAGER ONE REMOVED (TITLE)	Maintenance and Services Coordinator		
DIRECT REPORTS	Commis Chef x 2, Apprentice Chef x 1, Kitchen Hands, Canteen Manager		
KEY PEER RELATIONSHIPS	Canteen Coordinator, Dining Room Supervisor, Sous Chef		
EXTERNAL RELATIONSHIPS	Suppliers of Goods and Services		
ROLE SUMMARY (PURPOSE)			
The primary purpose of the Sous Chef is to support the Head Chef across Marist College Ashgrove ('the College') which is responsible for providing meals and catering to the Boarding House, Brothers', Canteen and onsite function and catering requirements. In the absence of the Head Chef, the Sous Chef is expected to lead the on-shift team and deal with any issues that arise within the Catering Services Team.			
LIVING THE MARIST VALUES			
At the College, we are proud of the dedicated educators, Brothers and lay people who work with parents to help grow boys into young men. St Marcellin was characterised as a man who possessed a strong mind and a gentle heart. He displayed compassion towards young people and sought to inspire hope in a troubled world. Today, these qualities of compassion and leadership are equally as important and at the College we understand that we are shaping the lives of the young men in our care, seeking to create compassionate and capable leaders of the future.			
KEY DUTIES AND RESPONSIBILITIES			
<ul style="list-style-type: none">Support the Head Chef in providing a consolidated Catering Service for the College that services as a point of difference for parents and studentsFood preparation<ul style="list-style-type: none">Ensure that the service of all meals is to the standard laid down by the College and Head Chef and meets the College's specification			

- Ensure that methods of food preparation, production and presentation comply with College standards and specifications
- Ensure all meals are produced on time and to the highest standard and quality and sufficient quantities are available for the Boarders' Dining Room, Brothers' Dining Room, Supervisors' Dining Room, Canteen and onsite function requirements.
- In the absence of the Head Chef, prepare food and supervise staff and give directions for all functions (as they arise to ensure that the food is prepared and served as required)
- To attend to all customer complaints and compliments within the guidelines and timeframes as laid down by the College, escalate if required
- **Oversee and supervise all kitchen and dining staff**
 - Ensure all staff are aware of their duties and what is expected of them
 - Teach staff skills they require to perform their roles to the required standard
 - Delegate duties to kitchen and dining staff as per the menu requirement
 - Oversee and monitor the work of kitchen and dining staff to ensure all tasks are done as required
 - ensure all new staff are inducted according to College policy and job training completed and documented as required
 - ensure all staff wear appropriate uniform, footwear, name tag and phot ID
- **Manage kitchen stocks and Standard of Hygiene**
 - Ensure wastage is minimised by careful supervision of food preparation methods
 - Ensure proper hygienic storage methods are utilised to prevent food loss
 - Meet with sales representatives in order to negotiate prices and order supplies
 - Obtain supplies and purchases from College appointed suppliers and support any supplier negotiations for catering related items
 - Ensure that the control of raw materials and portions are to the College's standards as applicable
 - To maintain the regulatory standard of hygiene and safety and take any action as is necessary to attain and maintain a 4 or 5-star Food safe rating
 - To complete and maintain all legislative paper work as required by law
 - To maintain the regulatory standard of hygiene and safety and take any action as is necessary
 - Assist to develop and update cleaning schedules as and when necessary
 - To take all necessary steps to ensure the security of the kitchen, stores, dining room and any other area
 - To ensure that all areas under your control are left clean and tidy at all times and that all equipment is switched off at the end of each shift
 - To ensure all cleaning schedules have been filled in and completed
- **Ensure catering staff are working safely at all times**
 - Ensure staff are aware of and follow safe work practices at all times
 - Ensure own work station is kept clean and hygienic at all times
 - Conduct regular security checks
 - To attend and take all necessary action, statutory or otherwise in the event of accident, fire, theft, lost property, damage, unfit food or other irregularities
- **Assist the Coordinator of College Services**
 - Collaborate in consultation with Head of Boarding to plan for the boarders' seasonal menu as well as with Tuckshop staff for dayboy service
 - Develop a supervisions menu in consultation with Head of Brothers or his delegate
 - Meet with colleagues to discuss menus for special school occasions or with external customers

LEGISLATIVE REQUIREMENTS

Blue Card
Eligible to work in Australia – Australian Citizen or Permanent Resident
Food Safety certification

QUALIFICATIONS, EXPERIENCE, SKILLS / KNOWLEDGE

QUALIFICATIONS	<p>Required:</p> <ul style="list-style-type: none"> • Certificate III in Commercial Cookery • Educated to the equivalent level of International baccalaureate, A Level, or High School Diploma level (i.e. past minimum country level schooling) • Food Safety Certificate <p>Preferred:</p>
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	<ul style="list-style-type: none"> Tertiary qualifications at Certificate level, or completion of an apprenticeship, or equivalent qualifications relevant to the position may be required or such knowledge, qualifications and experience that are deemed by the employer as necessary to successfully carry out the duties of the position
EXPERIENCE	<p>Essential:</p> <ul style="list-style-type: none"> Pastry Experience Professional experience minimum 3 years in a similar role Strong communication and leadership skills Ability to work well under pressure in a high-volume environment Proven track record for problem solving Ability to support Head Chef effectively Experience in bulk cooking and function cooking – high standard of preparation and presentation is required. Experience or the ability to acquire skills, in the use of any computer ordering program as required. Sound written communication skills such as emails, letters, and memoranda. Well-developed interpersonal skills, including the ability to liaise effectively with, and provide high quality client service to, a range of people in a professional diplomatic and courteous manner while maintaining confidentiality and discretion Problem-solving, reasoning and analytical skills. The ability to work quickly, whilst remaining calm and courteous under pressure. Highly developed planning skills, including the ability to multi-task, prioritise and meet deadlines. A collaborative, team-oriented and flexible approach to work. High level of confidentiality regarding student information HAACP knowledge <p>Desirable:</p> <ul style="list-style-type: none"> Reach Boarding (school system)
SKILLS / KNOWLEDGE	<p>Knowledge specific to the role:</p> <ul style="list-style-type: none"> Country specific legislation Fluent in English (minimum) <p>Skills required for role:</p> <ul style="list-style-type: none"> Proven leadership capability and team development You must have held a Sous Chef role for a minimum of 3 years and have extensive experience in leading a brigade of chefs, with proven ability to motivate your team to perform at the highest level.
COMPETENCIES AND KPI'S	
<p>Leadership and Team Management</p> <ul style="list-style-type: none"> Effectively manage workflow of direct reports Set measurable targets, providing context, desired outcomes and expectations Where necessary, act to address shortfalls in expected direct team outputs and/or behaviours <p>Waste Minimisation</p> <ul style="list-style-type: none"> Ensure wastage is minimised by careful supervision of food preparation methods Ensure all wastage is recorded in the Food Wastage Register <p>Quality Assurance</p> <ul style="list-style-type: none"> Assist the Head Chef in developing menu for each school Term incorporating 360-degree survey Audit compliance with the College's requirements 	

Continuous improvement and Innovation

- Table innovative ideas to the Head Chef to reduce cost, reduce wastage, increase scope of services, increase the overall catering experience

Decision making:

- Evaluating information to make sound decisions to manage risk and to drive safe, reliable and sustainable operations and protect the licence to operate

Self-Management

- Meet agreed performance metrics; seek assistance to address factors which may impact performance.
- Contribute to the preparation and delivery of performance plans for direct reports
- Foster collaborative relationships with direct reports and stakeholder, ensuring that the College values are promoted in all interactions
- Demonstrate a commitment to safety and positive working behaviours

Values

- Ensure compliance to the College's governance policies and procedures
- Ensure compliance at all times to the College's values of leadership and compassion