

POSITION DESCRIPTION

Position name	Weekend / Afternoon Chef
Employment Status	Permanent Part Time
Load	21 hrs per week during Boarding Kitchen operational weeks (predominantly school term time) Monday 2p.m. to 7p.m. Friday 1p.m to 7.30p.m. Saturday 10 am. to 3p.m. Sunday 1p.m. to 6p.m.
Classification	Grade 2
Key Relationships	Reports directly to the Catering Manager (Chef). Supervises Kitchen Hands when the Catering Manager is not on duty. Liaises closely all kitchen/catering staff, Boarding staff, Boarders with all staff members of the College and the Student and broader Scotch community.

Our Mission:

Scotch College aims to prepare our students to make an impact.

We plan to deliver consistent, outstanding innovation in our people, programs and infrastructure on a sustainable basis, in order to provide opportunities for young people to thrive and develop the awareness, boldness and versatility to make a difference in any part of the world.

We are a forward looking, externally focused, nurturing and ambitious community driven by a powerful sense of the wellbeing of our stakeholders, so that the wellbeing of others may be enhanced. Wellbeing is embedded in everything we do, and we want our staff to be:

- able to flourish: be physically adept, mentally resilient, intrinsically motivated, highly skilled,
- practicing effective work life integration, and
- demonstrating an adaptive capability which will enable the College to confidently embrace disruption.

Key to the achievement of this vision is the College's strategy of attracting and retaining the best people whose values align with Scotch.

Position Objective:

Under the direction of the Catering Manager, the Weekend/Afternoon Chef is responsible for supporting the delivery of a high-quality, healthy catering service for students and staff. The role will be worked in accordance with the roster outlined above, primarily during school term time.

Scotch College Adelaide

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Key Responsibility Areas:

1. Weekend / Afternoon Chef

- Prepare the kitchen and food for evening cooking activities.
- Independently prepare dinner for up to 108 boarders and up to 10 boarding staff, as rostered.
- Maintain a clean, hygienic, and safe kitchen environment at all times.
- Supervise and support kitchen staff, providing guidance and leadership as required.
- Assist with stock and inventory management, including ordering and receipting of goods.
- Manage kitchen waste in line with food safety and sustainability practices.

2. Work Health Safety and Wellbeing

- Maintain high standards of hygiene in the handling, preparation, serving, and storage of food.
- Take reasonable care for personal health and safety and cooperate with actions taken to protect the health and safety of others.
- Promptly report all accidents, incidents, and hazards.
- Comply with and adhere to all Scotch College WHS guidelines and policies.

3. General

- Undertake other responsibilities as requested by the Catering Manager.
- Other tasks required to support the College.

Key Selection Criteria: Qualifications, Skills and Experience

Essential experience, Qualifications, skills and knowledge

- Passion and commitment to delivering high-quality food to students and other customers.
- Strong organisational & time management skills.
- Formal qualifications in Commercial Cookery.
- Sound knowledge of food handling and hygiene principles.
- Awareness and understanding of dietary requirements.
- Experience in the providing nutritious and well-balanced food services.
- Knowledge of Food Safety Regulations.
- Current Food Safety Certificate (or willingness to obtain).

Key Selection Criteria: Personal Attributes

- Ability to work collaboratively as an effective and constructive team member.
- Well-developed interpersonal skills, with a friendly and positive disposition.
- Capacity to engage effectively with a diverse range of ages and personalities across the organisation.
- A sense of humour appropriate to the role and workplace environment.

Conditions of Employment:

- Must be eligible to work in Australia.
- Must satisfy child protection screening and adhere to Scotch's Child Protection policy and procedures.
- Position is employed under the terms and conditions of the College's Enterprise Agreement.



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- All staff are responsible for ensuring that the data they collect, access or retain is done so within the requirements of the College Privacy Policy.

Finally

No position description can capture the complexity of tasks within a school. Therefore, this position description should not be seen as limiting and some flexibility is required when using this position description. There will be other tasks, not described above, that may be given to this position from time-to-time.

All positions evolve and change over time, and the College commits to regularly review and update position descriptions to accurately reflect the contribution of employees.

Scotch College is a child-safe organisation and committed to the safety and wellbeing of children and young people. We undertake appropriate screening and suitability assessments to determine the commitment of applicants to supporting child safety and wellbeing values in practice.

Further, in applying for this role you are asserting the accuracy and integrity of your application, including the full disclosure of any matter that may be inconsistent with the safety and wellbeing of young people, or bring the College into disrepute.



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