

## POSITION DESCRIPTION

<b>Position name</b>	<b>Weekend / Afternoon Chef</b>
<b>Employment Status</b>	Permanent Part Time
<b>Engagement</b>	19 hours per week/38 weeks per year (term time only)
<b>Classification</b>	Grade 2 of the <a href="#">Scotch College Adelaide Enterprise Agreement 2024</a>
<b>Key Relationships</b>	Reports directly to the Food Services Manager/Chef. Supervises Kitchen Hands when the Food Services Manager is not on duty. Liaises closely with Boarding House Chefs and Kitchenhands, Boarding House staff and student Boarders.

### Our Mission:

Scotch College Adelaide is an ambitious and aspirational independent coeducational ELC – 12 College that exists to know, nurture and challenge all within its community.

We value courage, integrity, inclusivity and an unwavering focus on tomorrow in all that we do to prioritise extraordinary outcomes for the diverse student population entrusted to us. A Scotch education is grounded in a sophisticated understanding of ourselves and others; and it is our wellbeing promise that underpins our learning, character, co-curricular and service programs from ELC to Year 12.

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.

### Position Objective:

Under the direction of the Food Services Manager, the Weekend/Afternoon Chef is responsible for supporting the delivery of a high-quality, nutritious and customer-focused catering service for students, staff and visitors. The role contributes to the preparation, cooking and presentation of meals and food products while maintaining the highest standards of food safety, hygiene and kitchen operations.

Working collaboratively within the Food Services team, the Weekend/Afternoon Chef assists in ensuring efficient kitchen operations during afternoon, evening and weekend shifts, supports catering requirements for school events and functions, and contributes to a positive dining experience for the College community. The position plays an important role in maintaining compliance with relevant food handling regulations, workplace health and safety requirements, and the College's service standards.

#### Scotch College Adelaide

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 CRICOS 00615B



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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.

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## 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.
- Certificate III 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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