

Position description

Greater together 

Position title:	Executive Chef
Institute/School/Centre/ Directorate/VCO:	Commercial Services
Campus:	Mt Helen Campus. Travel between campuses may be required.
Classification:	Within the HEW Level 5 range
Time fraction:	Full-time
Employment mode:	Fixed-term employment
Reason for fixed term:	Replacing an employee
Probation period:	This appointment is offered subject to the successful completion of a probationary period.
Further information from:	Leonie Mounsey, Catering Operations and Function Supervisor Telephone: (03) 5327 6633 Email: l.mounsey@federation.edu.au
Recruitment number:	JR101356

Position summary

Hospitality and Conferencing encompasses several Food Service operations across all University Campuses. These operations include Cafe, Retail, Residential, Function Catering and special event activities.

The Executive Chef is a member of the Commercial Services team and will work under the general direction of the Catering Operations and Functions Supervisor under the broad supervision of the Coordinator Food and Catering Services and will coordinate the day-to-day operations of the kitchen ensuring planning, preparation and production of food, its delivery and resale to customers across the food outlets and functions, events and catering delivery. This will include but is not limited to liaising with clients, organising resources including staff, menu preparation and production, stock ordering and workload planning a high standard of product and service delivery. The incumbent will be directly accountable for ensuring the smooth day-to-day operation of all associated tasks relating to the kitchen operations.

Flexibility in working hours/days is required to meet the changing needs and demands of the Hospitality and Conferencing business. After-hours and weekend work is a requirement of this position.

Portfolio

The Commercial Services Directorate encompasses residential accommodation, hospitality and conferencing, sports and recreation facilities, children's centres, print services and several other commercial and complementary services. The Directorate delivers a wide range of services across all campuses of Federation University Australia. The focus of these services is to support customer experience as they interact with the University.

Background

At Federation University, we are driven to make a real difference to the lives of every student, and to the communities we serve.

We are one of Australia's oldest universities, known today for our modern approach to teaching and learning. For 150 years, we have been reaching out to new communities, steadily building a generation of independent thinkers united in the knowledge that they are greater together.

Across our University and TAFE campuses in Ballarat, Berwick, Gippsland, and the Wimmera, we deliver world-class education and facilities. With the largest network of campuses across Victoria, we are uniquely positioned to provide pathways from vocational education and skills training at Federation TAFE through to higher education.

To be successful at Federation University you must be willing to enthusiastically embrace the University's ambition as expressed in Federation University's 2040 Strategic Plan and share the University's values of:

INCLUSION, we champion access and equity for all, creating a welcoming, supportive environment for our diverse learners and staff.

INNOVATION, we innovate to transform, embracing new ideas in teaching, research and operations to continually improve and stay ahead.

EXCELLENCE, we strive for excellence in all that we do, holding ourselves to high standards of quality, integrity and impact.

EMPOWERMENT, we support and trust our people, empowering learners, staff and partners to contribute, lead and succeed.

COLLABORATION, we are stronger together; teamwork and strong partnerships are at the heart of how we operate.

Key responsibilities

1. Manage the operational requirements of the hospitality and conferencing kitchens to ensure the kitchen team prepares food for sale and functions in accordance with agreed menus and timeframes by:
 - Allocating daily tasks and requirements to individual members of the kitchen team outlining requirements, timeframes and training as required.
 - Distributing work areas to the team members based on the needs of the overall operation and event requirements
 - managing team breaks and shifts to ensure compliance with the workplace agreement.
 - Adjusting workflow and roster on the day if required due to staff absences to ensure all service areas are covered and deadlines are met. oversee the completion of functions and service times, ensuring a smooth and flawless process.
 - Brief kitchen and function teams on events for the day including timing, menus, locations, dietaries, menu changes, equipment requirements and detail of what food preparation is required
 - Ensuring that Safe Food handling and storage requirements are completed to the standards required by regulations, policies and procedures
 - Training staff on equipment, technologies and production methods
2. Ensure a high standard of services delivery to clients/customers is achieved through liaising with customers and hospitality staff to ensure catering and food is delivered on time and is in line with customer requirements taking into account timeframes, quality, dietary and cultural needs and alignment with budget costings.
3. Ensure all administrative tasks of the kitchen operations are performed in line with policy, procedure and regulatory requirements including;
 - Submitting Pulse and ITS requests for issues that arise either in the kitchen or as part of the Front of House operations
 - Liaising with Property staff, contractors on site to repairs or attend to issues of the issues and keep them up to date throughout the process.
 - Contribute to the preparation of staff rosters to ensure the staff requirements in the kitchen are sufficient to

manager the workload of functions and general operations

- Determine stock need and raise purchase orders for all supply requirements within the kitchen
 - Liaise with sales reps and navigate multiple ordering platforms to ensure we consistently meet order deadlines and have the stock needed on hand.
 - Administer and maintain catering platform, Flex, approving orders and informing the catering team of new orders.
 - Ensure all OHS practices are maintained and report any breaches or hazards to our representative.
 - Ensure Food Safety Standards are met including annual registrations and inspections are achieved
4. Perform regular cost analysis of all items for sale. Undertake annual reviews of menus and food for sale and monitor against budget forecasts.
 5. Lead and supervise kitchen staff to ensure the smooth functioning of the kitchen and food service operations.
 6. Ensure that appropriate staffing levels are maintained to meet the changing demands of the Hospitality and Conferencing business, including but not limited to:
 - working with the Catering Operations and Functions Supervisor to determine rosters;
 - ad-hoc adjustments of staffing levels subject to business activity; and
 - monitoring staff breaks.
 7. Ensure Local, State, Federal, Food and Liquor requirements are always adhered to including:
 - liquor licensing;
 - food safety and environmental health; and
 - Occupational Health and Safety (OHS).
 8. Reflect and embed the University's strategic plan, and operational purpose, priorities, and goals.
 9. Embed effective risk management practices to ensure continuous service delivery. Participate in training and exercises to remain prepared for potential disruptions.
 10. Undertaking the responsibilities of the position adhering to:
 - the Staff Code of Conduct, Child Safe Code of Conduct, and Conflict of Interest Policy and Procedure;
 - Equal Opportunity and anti-discrimination legislation and requirements;
 - the requirements for the inclusion of people with disabilities in work and study;
 - Occupational Health and Safety (OHS) legislation and requirements; and
 - Public Records Office of Victoria (PROV) legislation.

Level of supervision and responsibility

The Executive Chef reports to the Catering Operations and Functions Supervisor and also works closely with the Coordinator, Food and Catering Services will be required to apply their industry skill and knowledge to a broad range of catering and retail activities across Hospitality and Conferencing section. This position leads and supervises a team of permanent and casual chefs and cooks. The position is required to contribute to maintaining an efficient, cost-effective food service and retail operation and collaborative and cohesive work environment.

The Executive Chef must ensure that key financial, workplace and customer services objectives are achieved to a high standard. This position requires the use of judgement in regard to responsible servicing of alcohol, dealing with suppliers and staff, procurement of stock and adherence to local, State and Federal regulations.

The Executive Chef is required to be available to work functions that are outside usual operating hours, and on occasion weekends.

Position and organisational relationships

The Executive Chef reports and works under the general direction and guidance of the Catering Operations and Functions Supervisor and also works closely with the Coordinator, Food and Catering Services Coordinator, Food and Catering Services. They will also work collaboratively with the Food, Beverage and Retail Assistant to collaborate with the Front of House and function teams.

The Executive Chef is expected to develop positive working relationships with suppliers, contractors, University stakeholders, internal, external, retail and external customers.

The Executive Chef will also work collaboratively with staff from Commercial Services who will be able to provide administration support and assistance with marketing, promotion and menu materials

Key selection criteria

Applicants must demonstrate they are able to undertake the inherent responsibilities of the position as contained in the position description and are able to meet the following key selection criteria:

Training and qualifications

1. Completion of:
 - a diploma level qualification with relevant work-related experience; or
 - completion of a Certificate IV with relevant work experience; or
 - an equivalent combination of relevant experience and/or education/training.
2. Completion of a trade certificate in cookery and a current Responsible Service of Alcohol (RSA) certificate is required.
3. A current drivers license with the ability to drive University vehicles.
4. Hold a valid Employer Working with Children Check (WWCC) or hold a current registration with the Victorian Institute of Teaching (VIT).

Experience, knowledge and attributes

5. Demonstrated customer service, interpersonal and communication, including the ability to work with a diverse range of internal and external stakeholders to ensure delivery of quality services.
6. Well-developed organisational skills with the ability to anticipate and prioritise work demands and a proven ability to manage several tasks simultaneously.
7. Demonstrated experience in organising food, catering and events services based on specific client requirements, including a demonstrated understanding of the needs of function and events guests and the ability to successfully resolve customer issues.
8. Demonstrated experience in supervising and supporting a team to achieve business objectives in a diverse environment.
9. Demonstrated organisational and problem-solving skills, including judgement and initiative in dealing with diverse tasks and situations.
10. Demonstrated ability to develop and maintain constructive and positive working relationships at all levels within the Hospitality and Conferencing team.
11. Demonstrated ability to plan, implement and deliver a high quality service to all stakeholders.
12. Demonstrated working knowledge and application of the Child Safety Standards.
13. Demonstrated knowledge and application of appropriate behaviours when engaging with children, including children with a disability and from culturally and/or linguistically diverse backgrounds.

The University reserves the right to invite applications and to make no appointment.

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.