

POSITION TITLE	Chef – Canteens and Catering		
POSITION OVERVIEW	The Chef will be responsible for preparing, cooking and delivering high quality food to students, clients and the public.		
CLASSIFICATION	SCS 2	SERVICE AREA	Social Enterprise
EMPLOYMENT STATUS	<input type="checkbox"/> Full time <input type="checkbox"/> Part time <input checked="" type="checkbox"/> Casual		HOURS PER WEEK
IMMEDIATE MANAGER	Canteen and Catering Business Lead		
INDUSTRIAL AGREEMENT	Woden Community Service Limited Enterprise Agreement 2024		
REPORTING RELATIONSHIPS			
NO OF DIRECT REPORTS	0	NO OF INDIRECT REPORTS	0
KEY RELATIONSHIPS			
INTERNAL:	WCS employees		
EXTERNAL:	Suppliers, Schools, Public, Clients		
KEY ACCOUNTABILITIES			
<ul style="list-style-type: none"> • Assist in the operations for the daily running of the food operations of canteens and catering businesses to make sure they meet the objectives of WCS. • Provide strong leadership to canteen and catering staff to ensure goals are achieved. • Provide expertise in all areas of a food business operation and provide support, advice and training to staff and members in food business operations. • Prepare, cook and deliver high quality food for students, clients and the public. • Assist with deliveries to clients when necessary. • Oversee food safety and drive quality, processes and compliance with legislation and policy. • Implement and monitor food suppliers to provide food services or products for the canteens and catering businesses, maximising quality and price. • Assist the Canteens and Catering Business Lead to gain ongoing feedback in menu development and menu reviews. • Monitor the cost-effectiveness, efficiency and productivity of resource utilisation in response to activity levels and take required corrective action. • Menu development including costing. • Implement contemporary menus for the schools that meet guidelines and that have been developed with our customers' feedback and nutritional guidelines. • Manage and coordinate the ordering of supplies to ensure adequate stock levels are maintained and that budgetary targets are achieved. • Maintain and monitor food costs when working at individual sites. • Strictly follow all food safety procedures. • Adapt readily to changes in direction or strategies. • Participate in continuous quality improvement within the organisation 			

- Ensure your safety, the safety of your colleagues by following the WCS Work Health and Safety Policy and Procedures at all times
- Follow all relevant legislative requirements, organisational policies, by-laws, standing orders, vision or mission statements and values.
- Perform any other reasonable duties to meet business needs.

EXPERIENCE & QUALIFICATIONS

Essential	<ul style="list-style-type: none"> • Certificate IV in Commercial Cookery or equivalent. • ACT Working with Vulnerable People registration. • Current First Aid Certificate. • Demonstrated success in leading or operating a small or medium-sized food business. • Knowledge of current food business regulations, simple financial reporting, ratio analysis and financial procedures. • Excellent written and verbal communication skills. • Demonstrated knowledge of the Food Safety requirements for school canteen services. • Ability to establish clear goals and manage resources within budget. • Able to work with minimum supervision.
Desirable	<ul style="list-style-type: none"> • Relevant management qualifications.
Other	<ul style="list-style-type: none"> • Ability to work outside normal business hours if required. • Always demonstrate commitment to WCS' Purpose and Values and follow the WCS Code of Conduct. • Ongoing employment is subject to a satisfactory Police check and maintaining a current ACT Working with Vulnerable People registration.

Document History	Original: June 2024	Revised: February 2025	Version: V2
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Employee's name		Signature		DATE	
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