

Position Description

Job Title:	Home Ground Cook
Department:	Food and Beverage
Manager:	Home Ground Head Chef
Location:	UNSW Kensington Campus
Special Conditions:	Some after hours and weekend work required
Date Revised:	August 2023

PRIMARY OBJECTIVE

The position of the Home Ground Cook is responsible for the food preparation cleanliness of the Home Ground Kitchen. This role includes liaising with the Home Ground Head Chef and other Home Ground personnel to deliver high quality fast food in a fast-paced environment.

ORGANISATIONAL CONTEXT

Arc @ UNSW is an incorporated company limited by guarantee governed by a Board of Directors of 15 people. Arc is a voluntary student membership organisation that provides recreational, cultural, representational and retail services to the students of the University of New South Wales (UNSW). The organisation operates as a commercial entity to maintain financial viability and to provide student services and programs for members.

Arc @ UNSW directly employs approximately 60 staff on a permanent basis and approximately 200 casual employees. The organisation also utilises the time and resources of a large number of student volunteers to administer programs and events. Day to day management of the organisation is performed by the CEO who reports to the Arc Board. The CEO is supported by the Executive team accountable for operations of the organisation at both campuses.

Venue & Events manages the operations of the on-campus venue the Roundhouse. The Venue & Events division also has commercial obligations. The Venue & Events division is committed to offering students the best possible student experience, yet finding a balance by offering a high level of service to commercial clients.

REPORTING RELATIONSHIPS

Manager

Food Outlet Head Chef

Home Ground Head Chef
Home Ground Manager

Reporting to this position

Food Outlet Casual Cooks
Food Outlet Supervisors

Additional positions within the Home Ground and Venue & Events Department

Head of Venue
Event Manager
Bar Manager
FOH Casuals
Food & Beverage Supervisors

KEY TASKS & ACCOUNTABILITIES

- Ensure an excellent relationship with all suppliers and coordinate delivery schedules
- Accomplish low wastage and assist in weekly stocktakes
- Ensure all Food Outlet staff are following correct policies and procedures
- Strong knowledge of front and back of house food equipment
- Assure the equipment in Food Outlet is well maintained
- Manage Food Outlets standard operating procedures to high standards
- Ability to receive feedback from customers and handle complaints professionally
- Comply with Arc Workplace Health and Safety (WHS) policy and procedures to actively participate in the achievement of a safe working culture
- Demonstrate behaviour in accordance with Arc @ UNSW values and Code of Conduct
- Actively engage in fair and equitable workplace practices and behaviour to ensure discrimination-free workplace in accordance with legislative requirements
- Maintain an awareness of Arc's environmental policies and procedures minimising the impact of Arc's business on the environment.

QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE

SELECTION CRITERIA

Essential

- Minimum 2 years leadership experience in a high-volume kitchen;
- Passionate about the food industry;
- Current Food Safety Certificate;
- A sound understanding of all aspects of kitchen operations including a high standard in cooking, budgeting, inventory, staff rostering, cleaning and maintenance ;
- Demonstrated problem-solving and risk management skills which use creative and imaginative approaches to find innovative solutions to complex issues;
- Ability to identify, prioritise and implement cost effective solutions, respecting Arc's status as a not-for-profit organisation;
- Self-motivated with the ability to self-start and make active attempts to influence events to achieve goals and take action to achieve goals beyond what is required;

- A comprehensive understanding of regulatory compliance across food safety and WHS along with the ability to apply these principles in the workplace.

Desirable Criteria

- Driver's License;
- RSA Competency Card;
- First Aid Certificate.

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.