



Position Description

Job Title:	Head Chef
Department:	Roundhouse@UNSW
Reports to:	Food & Beverage Manager

PRIMARY OBJECTIVE

The position of the Thirsty Burger Chef is accountable for the management of The Roundhouse Food Outlet. This role is responsible for the food preparation and management of the fast food outlet attached to the Roundhouse bar, increasing commercial revenue streams and maximising sales. This role includes managing a team of Food Outlet Casuals to deliver high quality fast food in a fast-paced environment, budget management, event logistics and promotions, training staff, and liaising with suppliers and stakeholders for smooth trade.

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.

Duties and responsibilities:

- Ensuring a high quality standard of food is prepared and maintained in accordance with health and safety regulations.

- Have a complete understanding of Food Safety legislative requirements and manage Food Safety in accordance with these requirements. Must hold valid 'Food Safety Supervisor' accreditation.
- Ensuring correct training and setting of tasks for all kitchen staff.
- Responsible for allocation of duties, rostering, method and equipment training and supervision of all staff working in the kitchen in line with budget.
- Ensuring catering is prepared according to standard recipes and pre planned menus
- Ensuring appropriate methods and equipment are employed to produce maximum yield from food and the least amount of waste.
- Introducing new, creative and interesting menus in consultation with the Food & Beverage Manager to best serve our patrons (students, and corporate) requirements and budget sales expectations.
- Responsible for menu planning and costing, setting standard recipes and checking quality and quantity of goods delivered.
- Ensuring proper storage of foodstuffs and stock rotation is carried out
- Responsible for carrying out stocktake of kitchen stock on a weekly/monthly basis.
- Ordering of all goods to best meet the requirements of the day to day running of the Thirsty Burger and all function operations from approved suppliers.
- Ensuring all kitchen areas are maintained in a clean, tidy and safe manner, particularly the cool room, bench fridges and freezer, ovens, and preparation areas.
- Managing and monitoring appropriate WHS procedures in area of responsibility for all staff in accordance with Roundhouse risk management procedures and plan.
- Such other duties, within the nature and scope of the position, as may be required from time to time
- Ability to identify, prioritise and implement cost effective solutions, respecting Arc's status as a not-for-profit organisation
- Capacity to develop and implement sales strategies to drive revenue, in particular around event catering.

Working relationships:

- Food & Beverage Manager
- Bar Manager , Bar supervisors and all casual F&B staff.
- Head of Venue & Events
- Arc Staff & Student Clubs
- Faculty Staff
- External Clients as required

Selection Requirements:

- Extensive experience as a professional Head Chef
- Current FSS - Food Safety Supervisors Certificate
- Demonstrated ability to manage a commercial kitchen
- Knowledge of current food trends, innovation and best practice
- Menu planning and costing experience
- Budgeting and kitchen cost control experience
- Good organisational, communication and leadership skills
- Kitchen staff supervision and training experience
- Ability to work under pressure and meet strict deadlines

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

Qualifications:

Appropriate Trade Certificate. Commercial Cookery grade three.

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.