



POSITION DESCRIPTION – Batch Cook

Position Title	Batch Cook
Division	Top Cut Foods QLD
Location(s)	Currumbin QLD,
Reports to	Plant Manager
Direct Reports	NIL
Effective Date	2025

Position Summary
<p>This position is responsible for cooking products to specifications/standards using approved materials and ingredients.</p> <p>The position is accountable for ensuring that product scheduled for completion is executed in a timely manner and within all quality parameters and line performance rates with continuous regard to company policies and government regulations.</p>

Company Expectations
<p>LIFE Core Values Proactively demonstrate behaviour that engenders and promotes the LIFE Core Values of the Top Cut Foods Group which fosters/encourages teamwork.</p> <p>Leadership - contribute to a participative, encouraging, challenging and supportive environment. Integrity - display high ethical standards including honesty, truthfulness, tolerance and social responsibility. Flexibility - continuously apply fresh thinking that adds value to all aspects of our business; including people, products, and processes. Excellence – work with agility and speed to achieve and exceed best practice.</p>
<p>Occupational Health and Safety As a Top Cut employee you will be required to present fit for work, to work in a safe manner and ensure that any people who report to you and/or you work with work safely.</p> <ul style="list-style-type: none"> • Cooperates with and is aware of all To Cut OHS policies & procedures along with any other legislative requirements • Identifies, assesses, prioritises and controls risks to health & safety of employees, contractors and visitors • Reports any hazardous conditions, near misses and injuries immediately to your Group Team Leader.

Key Accountabilities
<p>Responsible for kettle cooking using established systems and processes to contribute to the production of all products in a safe, cost effective manner that achieves maximum output within specified quality standards.</p> <p>This work includes:</p> <ul style="list-style-type: none"> • Processing all products according to the production plan, and • Organizing and monitoring work flow from acceptance of product to end line delivery of product to dispatch. • Keep kettle and associated equipment clean on a daily basis post production. • Work with maintenance to maintain optimal performance of machinery • Prepare raw materials and ingredients for orders • Maintain cooking equipment and facilities <p>PRINCIPAL TASKS AND RESPONSIBILITIES (KPI's)</p> <ul style="list-style-type: none"> • Report daily results of the processing flow on shift production summaries,(Sastek readings) • Maintaining quality production by running lines to agreed operating conditions, and record keeping of batch production and specifications. • Maintains safe and clean work environment by educating and directing personnel on the use of all control points, equipment, and resources; maintaining compliance with established policies and procedures.



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- Work closely with the Plant Manager & QA to ensure that production schedules are met, quality exceeds customer expectations and all HACCP and safety regulations are followed.
- Inspect the kettle's before shift start up and/or handover daily
- Any other reasonable request

Key Performance Indicators

AGREED KPI's

1. Achievement of planned work >95%
2. Downtime <5%
3. Daily yield to achieve margin not less than >30% gross
4. LTI <0%
5. Non-conforming product >5%
6. Safety Reporting- 100% completion

ACHIEVING THE FOLLOWING (KPI's)

1. Regular follow up and communication to Plant Manager
2. Reporting on any maintenance or production issues
3. Report daily yields to Plant Manager for review
4. Ensure a safe working environment
5. Report any out of spec product to Plant Manager
6. Ensure completion all daily safety start up sheets

Key Relationships – Internal/External

1. Group Leaders
2. Peers (Team Leaders)
3. Sales
4. Operations
5. Customer Service
6. Customers (on site visitors)
7. Management
8. Plant manager

Key Challenges/Success Factors

- Monitor Processing Yields & throughput of all product
- Changeover times
- Maintain good Data records accuracy
- Compliance with SOP's
- Raw material usage and yields
- Downtime
- GMP audit completion and scores
- Complaints
- Absenteeism
- Communication and team meetings
- Team member behaviour
- Equipment damage

Knowledge/Experience, Skills and Qualifications

- Trade qualification of Chef or Cook (Cert. Four).
- Ability to follow recipes and processing parameters
- Basic computing (MS Word, Excel, PowerPoint)
- Problem solving



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Employee Name - _____

Employee Signature - _____

Date - _____