

POSITION DESCRIPTION

Title: Boarding House Chef
Reports to: Food Services Manager
Date: March 2024

At Genazzano FCJ College, we're on a mission... to fuse the wisdom gained from over 130 years of educating girls, with the best techniques and practices of contemporary learning. Together, it redefines individual academic success and creates a distinctive opportunity to equip girls for a future we cannot imagine – but are privileged to guide them to.

From the co-educational Early Learning Centre (3- and 4-year-olds) to the specialist girls' pathways from Preparatory to Year 12, Genazzano is on a relentless quest to unlock the potential of every student as they uncover their personal excellence and fuel their aspirations. To do this, our professional environment at Genazzano emphasises innovation, the importance of lifelong learning and quality relationships between staff, students and parents.

Our Catholic faith and educational expertise energise us to prepare our students for a future where the keys to success will be very different to that of the past. For this reason, we unapologetically coach our students outside their comfort zone and challenge them to think critically about the world they'll inherit. This commitment extends beyond the classroom. We believe in nurturing not just their minds but also their hearts and spirits. Hope, courage, and a profound sense of community are the pillars upon which Genazzano FCJ stands.

As a future-oriented community, with a distinctive learning culture and a heart for humanity, we value reflection, excellence, wisdom, and service to empower our students and staff to transform the world around them.

EXPECTATIONS OF STAFF IN A CHILD SAFE SCHOOL

Genazzano FCJ College is committed to creating and maintaining a child safe environment in which all students, feel safe and are safe. Our College actively promotes the safety and wellbeing of all students and all staff members are committed to protecting students from abuse or harm in the College environment, in accordance with their legal obligations including child safe standards. A condition of employment is that staff are deemed to be persons suitable to work with children. Genazzano FCJ College has a *Child Safe Policy and a Child Safety Code of Conduct*. All staff members of the school are subject to and expected to comply with the *Child Safe Policy* and the *Child Safety Code of Conduct*.

POSITION OBJECTIVES

It is the responsibility of the Boarding House Chef to assist in managing all Boarding House catering operations efficiently within the College policy guidelines.

The Boarding House Chef is integral to managing the food operations of the Boarding House, in conjunction with the Food Services Manager and under the guidance of the Director of School Services, using established routines, methods and procedures.

The Boarding House Chef must ensure that safe and appropriate practices are followed in relation to hygiene, health laws and regulations.

The Boarding House Chef must show a commitment to the success and wellbeing of Genazzano, its students, staff and the wider community.

KEY RESPONSIBILITIES

The specific duties of the Boarding House Chef include:

1. Menu
 - a. Construct a healthy, interesting, varied and innovative menu within the Café guidelines in conjunction with the Food Services Manager.
 - b. Plan orders of ingredients according to identified requirements
2. Food Handling and Hygiene
 - a. Be thoroughly aware of current Food Handling and Hygiene Laws.
 - b. Assist with the submission of a 'Food Safety Program' with the local Council Environmental Health Department, and updating of such as required.
 - c. Control and direct the food preparation process and any other activities relating to the Boarding House kitchen
 - d. Keep abreast of current food handling requirements, attending appropriate training or Personal Development courses as required or recommended by the College.
 - e. Oversee food preparation, portion sizes, and the overall presentation of food.
 - f. Work toward the ongoing improvement of service, facilities and Safe Food Handling.
3. Interpersonal and Communication Skills
 - a. Facilitate a positive, supportive and productive environment.
 - b. Relate in a professional manner with students, staff and parents.
 - c. Liaise effectively with all stakeholders.
4. Safety
 - a. Ensure a safe work environment and work practices are followed at all times.
5. Stock Control
 - a. Assist with the economical ordering and checking of stock deliveries, as per delivery dockets.
 - b. Control food wastage to manage potential lost income with menu planning
 - c. In conjunction with the Food Services Manager undertake a stock take of goods at designated intervals.
6. Organizational Skills
 - a. Establish effective procedures for the Boarding House operations.
 - b. Maintain accurate and complete records.
 - c. Provide reports to the Director of School Services as required.

7. Finance
 - a. Prepare purchase orders, invoices and stock transfers for the College Finance Department to process.
8. Any other duties as directed by the Principal.

ACCOUNTABILITY

- The Boarding House Chef is accountable to the Food Services Manager
- For implementation of Child Safe Standards, this position is accountable to the Deputy Principal – Child Safe Officer.
- The position must ensure that it operates in accordance with the specific objectives, policies and strategies determined for the effective management of the College's resources and ensure decisions made by the position are subject to review by the Director of School Services.

SKILLS AND EXPERIENCE REQUIRED

- Experience in home cooked food
- Experience as a Chef is desirable but not essential.
- Good problem solving skills
- Good communication skills
- Keep up with cooking trends and best practices
- Working knowledge of various computer software programs (MS Office, POS)

REMUNERATION AND CONDITIONS OF EMPLOYMENT

- Benefits of the Victorian Catholic Education Multi Enterprise Agreement 2022 will be applicable
- The position is classified as a School Services Officer Category C, Level 4, Subdivision 5
- The successful applicant will be expected to hold a current Working with Children Clearance, Police Check and adhere to College Policies.