



# Sheldon College POSITION DESCRIPTION



## Chef de Partie

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<b>Department:</b>	Catering
<b>Responsible to:</b>	Principal
<b>Reports to:</b>	Catering Manager

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### About Sheldon College

Sheldon College is an independent, co-educational, non-denominational College situated in Redland City, catering for students from 15 months of age through to Year 12. We provide a first-class curriculum in the academic, sporting and cultural arenas with access to state-of-the-art classrooms, laboratories, resource centres and studios, as well as cultural, performing arts and sporting facilities.

Our staff are our most valuable investment. Every member of our team plays a key role in delivering excellence in education. We deliver on our commitment to provide outstanding education in a safe, secure learning environment, underpinned by our philosophy of **Love, Laughter** and **Learning**.

### Child Safety and Wellbeing

Sheldon College has a zero-tolerance approach to any behaviours that compromise student safety and wellbeing, including child abuse. The College prescribes to the Universal Principle that all children have the right to feel safe, respected, and heard, protected from all forms of abuse, harm, and neglect in a culturally safe environment.

All staff are required to uphold the College's Child Safety and Wellbeing framework, including the Child Safety and Wellbeing Policy, Staff Code of Conduct, and Raising and Responding to Concerns Policy. It is an inherent requirement of all staff members' employment to meet mandatory reporting obligations. Staff must apply a culturally sensitive and trauma informed approach in all Child Wellbeing related activities and Child Safety investigations across all areas of the College.

Successful applicants must demonstrate a commitment to child safety and will be required to complete all mandatory training and compliance requirements prior to undertaking duties.





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## Position Overview

The Chef is responsible for the cooking and preparing of food for Café, daily catering selection for the College and for a range of events as directed. The role involves preparing and cooking food, ensuring high standards of food quality and presentation, and adhering to all food safety and health and safety requirements. The Chef will work under direction of the Catering Manager and with other kitchen staff to deliver exceptional culinary experiences for college events, functions, and the daily catering needs.

- Full Time.
- Working hours are Monday to Friday, 7.00am to 3.00pm. Some flexibility will be required to meet operational needs.

## Duties and Responsibilities

- **Food Preparation and Cooking:** Prepare and cook food to the highest standards, ensuring consistency in taste and presentation.
- **Section Management:** Oversee a designated section of the kitchen, managing tasks and ensuring that all preparations are completed in a timely manner.
- **Menu Planning:** Assist in the planning and development of menus, considering seasonal ingredients and dietary requirements.
- **Quality Control:** Maintain high standards of food quality and hygiene, conducting regular checks and audits.
- **Inventory Management:** Monitor stock levels for your section, ensuring that ingredients are available and properly stored.
- **Health and Safety:** Adhere to all health and safety regulations, ensuring a clean and safe working environment.
- **Training and Development:** Support the training and development of junior kitchen staff, providing guidance and feedback.
- **Event Support:** Assist in the preparation and execution of catering for college events, ensuring all food is delivered on time and to specification.





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## Qualifications and Experience

- Minimum of 3 years' experience/qualified or in final stages of Apprenticeship.
- Experience in similar role within a catering or events environment.
- Proven ability in bulk food preparation.
- Strong cooking skills with a passion for food and presentation.
- Excellent organizational and time-management skills.
- Ability to work both autonomously and as part of a team, demonstrating collaborative skills.
- High attention to detail and a commitment to quality.
- Strong communication skills, both verbal and written for engaging with stakeholders of various levels.
- Proven ability to provide exceptional customer service.
- Relevant culinary qualifications or equivalent experience.
- Competency in managing priorities and meeting deadlines within term time constraints.
- to work flexible hours, including evenings and weekends as required on occasion for events.
- Eligibility to hold a Working with Children Blue Card or equivalent is essential.
- Effective problem-solving skills with a proactive approach to resolving issues.
- This role has the opportunity to work the College Food Truck at internal and external events.

## Child Safety and Wellbeing

- Demonstrated understanding of child safety, wellbeing and duty of care responsibilities.
- Ability to comply with and uphold the College's Child Safety and Wellbeing policies and procedures.
- Completion and maintenance of mandatory Child Protection and Child Safety and Wellbeing training.
- Ability to maintain a safe and supportive environment for all students.

