

# Position description

Chef



## Position summary

<b>Position title (ID)</b>	Chef		
<b>Career level</b>	Coordinator/specialist officer	<b>Position category</b>	Full-time/Ongoing
<b>Business unit</b>	Shared Services	<b>Location</b>	Port Melbourne
<b>Reporting to</b>	Venue Manager	<b>Direct reports</b>	NA
<b>General description</b>	The Chef is responsible for supporting the Head Chef in the end-to-end management of kitchen operations, including food preparation, cooking, service delivery and kitchen compliance. Working in a small, hands-on environment, the role requires autonomy and accountability to deliver high-quality food for corporate functions and café service, maintain operational standards, and step into the Head Chef role when required.		

## Who we are

<b>Overview of LSV:</b>	<p><b>Save lives and empower communities to safely enjoy water</b></p> <p>This purpose statement reflects our commitment to making a difference in people's lives while fostering the safe and enjoyable use of water resources. It is linked to and consistent with the proud traditions and programs of our founding organisations, the Royal Life Saving Society – Australia and Surf Life Saving Australia.</p> <p>We want every person associated with our organisation to connect with this purpose statement and inspire our volunteers, members, colleagues, and staff to continue our vital work, fuelling our passion and dedication towards our collective goals. Together, we will make a meaningful difference in the lives of individuals and communities.</p>
<b>Our values</b>	<p>At LSV, our core values help us make decisions and guide how we treat volunteers, our community, and each other. They are the standard by which we and others will judge LSV's actions.</p> <ul style="list-style-type: none"><li>• <b>People</b> – we put PEOPLE at the centre of everything we do</li><li>• <b>Courage</b> – we have the COURAGE to act</li><li>• <b>Community</b> – we are a united COMMUNITY</li><li>• <b>Respect</b> – We are TRUSTED in our water safety programs and practices</li><li>• <b>Trust</b> – We RESPECT our organisation, environments and communities.</li></ul>
<b>Safeguarding children</b>	<p>It's everyone's responsibility at LSV to understand and comply with LSV's and SLSA's Safeguarding Children and Young People guidelines.</p>

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## Risk and safety

We always take a risk-based approach, ensuring we are informed in our decision making. The safety of our staff, volunteers, and the community is at the forefront of our decisions and activities.

## Key responsibilities

- Prepare, cook and present high-quality food across buffet, canapé and plated service, ensuring consistency in quality, portioning and presentation across functions and café offerings
- Take responsibility for end-to-end food production in a small kitchen environment, managing preparation, service and pack-down with a focus on efficiency and attention to detail
- Support the Head Chef in the day-to-day running of the kitchen and step into the role when required, maintaining service continuity and upholding operational standards
- Coordinate kitchen workflow to ensure timely delivery of food for functions and café service, working both independently and collaboratively in a lean team structure
- Work closely with front-of-house and venue teams to ensure smooth service delivery, responding to service requirements and contributing to a positive customer experience
- Maintain and monitor food safety, hygiene and OH&S standards, ensuring all kitchen practices, food handling and storage meet regulatory and organisational requirements
- Monitor stock levels and manage ordering and inventory, ensuring appropriate supply levels, effective stock rotation and minimal waste
- Contribute to the efficient operation of the kitchen by maintaining organisation, cleanliness and readiness of equipment and workspaces at all times
- Identify and address operational or service issues in a proactive and practical manner, escalating to the Head Chef where required
- Provide day-to-day guidance and support to junior staff, including kitchen hands, fostering a collaborative and high-performing team environment
- Contribute to continuous improvement of kitchen processes, service delivery and food preparation practices

## Liaison and key relationships

### Internal

- Venue staff
- LSV staff and volunteers

### External

- Café and function customers
- Suppliers

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## Experience and qualifications

### Essential experience and qualifications

To be successful in this role, you must have:

- Proven experience in a commercial kitchen environment (restaurant, café, hotel or catering), with the ability to work independently
- Demonstrated experience supporting a Head Chef or working at a senior kitchen level (Chef de Partie/Junior Sous level)
- Certificate III in Commercial Cookery and completion of a cookery apprenticeship
- Strong knowledge of food safety, hygiene and safe work practices
- Experience preparing and delivering food across functions, events or high-volume service
- Ability to manage preparation, service and cleaning responsibilities with minimal supervision
- Strong organisational skills with a practical, hands-on approach
- Effective communication skills with the ability to collaborate across kitchen and front-of-house teams

Education and Certification:

- Food Safety Supervisor certification
- Basic Food Handling Certificate
- Current VIC Employee Working with Children Check (or willingness to obtain)

### Desirable experience and qualifications

Whilst not essential, the following will also help you be successful in this role:

- Experience in buffet, canapé or event/corporate catering environments
- Experience working in small or lean kitchen teams
- Exposure to stock control, ordering and waste minimisation
- Experience supporting kitchen operations in the absence of a Lead Chef