



## POSITION DESCRIPTION

**Title:** Boarding House Chef  
**Reports to:** Chief Operating Officer through the Food Services Manager  
**Date:** 2020

Genazzano FCJ College is a Catholic College with a long tradition of academic excellence and pastoral care. Innovative learning programs are offered for Early Years learning (open to 3 and 4 year old boys and girls) with a focus on girls' education (Prep to Year 12) and a Boarding option for students (from Year 7).

Reflecting the ideals and values of FCJ education, Genazzano aims to promote the spiritual, moral and academic formation of its students so that they develop into women of faith and strength with capacity to provide leadership in the broader community. We aspire to the pursuit of excellence in all areas of College life.

The professional environment for staff at Genazzano FCJ College emphasizes innovation, the importance of life-long learning and quality relationships between staff, students and parents.

The Boarding House Chef reports to the Chief Operating Officer through the Food Services Manager.

### 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 and within the College policy guidelines.

The Boarding House Chef is integral to managing the day-to-day food operations of the Boarding House, in conjunction with the Food Services Manager and Café Chef and under the guidance of the Chief Operating Officer, 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 will operate each day that students are at the College, or as agreed by the Principal and her delegate.

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 and Café and Functions Chef.
  - 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 and College café area
  - 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 team environment, where staff feel valued and welcome.
  - b. Staff training where appropriate.
  - c. Relate in a professional manner with students, staff and parents.
  - d. Liaise effectively with all stakeholders.
4. People Management
  - a. Ensure a safe work environment and work practices are followed at all times.
  - b. Assist with scheduling staff hours and delegating tasks effectively.
  - c. In conjunction with the Food Services Manager supervise staff in a professional manner.
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. Organisation Skills
  - a. Establish effective procedures for the Boarding House operations.
  - b. Maintain accurate and complete records.
  - c. Provide reports to the Chief Operating Officer 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 Chef is accountable to the Chief Operating Officer through 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 Chief Operating Officer.

#### **SKILLS AND EXPERIENCE REQUIRED**

- BS degree in Culinary science or related certificate
- Proven working experience as a Chef
- Excellent record of kitchen management
- Ability to spot and resolve problems efficiently
- Capable of delegating multiple tasks
- Communication and leadership skills
- Keep up with cooking trends and best practices
- Working knowledge of various computer software programs (MS Office, POS)
- Highly developed communication skills

#### **REMUNERATION AND CONDITIONS OF EMPLOYMENT**

- A salary will be negotiated according to qualifications and experience.
- Benefits of the Victorian Catholic Education Multi Enterprise Agreement 2018 will be applicable to the role
- The successful applicant will be expected to hold a current Working with Children Check child and adhere to College Policies.
- 7 Weeks annual school holiday leave to be taken during school holidays.