

POSITION DESCRIPTION

Position Title: Cook
Location/Unit: Operations Unit

POSITION PURPOSE:

To support the Head Chef and Senior Sous Chef to ensure complete customer satisfaction, best possible quality products and service, and adequate profit in food.

RELATIONSHIPS:

Position reports to: Head Chef
Key Internal Liaisons: Operations Sales Manager, Sous Chef, Functions Co-ordinator and Event Promotions staff.
Staff Responsibilities: None

KEY RESPONSIBILITIES:

- Maximise positive customer relations by providing efficient, quality food production at all times.
- Perform tasks in a professional manner so as to ensure continuous improvement in services provided.
- Achievement of business plan and food service objectives including maximisation of revenue, control of costs within budget and profitable financial return.
- Support initiatives to maximise revenue and profitability through effective use of product.
- Execute instructions of the Chef, Sous Chef, Foodservices Manager and management.
- Ensure section is well prepared before every service.
- Ensure kitchen, storeroom and kitchen related areas are kept clean and tidy.
- Ensure work bench, fridge, freezer and shelving in section are always in a tidy and well maintained state
- Maintain a pleasant & understanding demeanor with all staff, management & clients.

- Help with general cleaning and assist Kitchen hand when needed.
- Inform management of any pending issues with staff, clients or suppliers in order to maintain harmonious and continuous business.
- Report any hazards or dangers to the head chef immediately
- Make sure food wastage is kept to an absolute minimum (always check with the Chef about wastage as these item may be used elsewhere)

Other Duties

- Take an Area Warden role in emergency response & training
- Any other reasonable request

GENERAL EXPECTATIONS:

Scenic World needs, values and expects all team members to:

Be Self-Motivated	Display a positive attitude to getting things done; focus on business achieving goals; personal drive to contribute to business success.
Communicate Constructively	Ability to communicate and influence effectively with all key liaisons listed and all contractors. Report regularly to the management team on results, trends, issues, ideas...
Display Team Leadership	Lead by example, provide direction, delegate as required, focus on solutions and outcomes.
Display Entrepreneurship & Business Acumen	Understanding current and future business requirements and opportunities; focus on personal contribution to the business including profitability, risk management and growth.
Effectively Plan and Organise	Manage tasks and projects including planning, allocation of resources and following through.

SKILLS, ATTRIBUTES, EXPERIENCE AND QUALIFICATIONS REQUIRED:

Essential

1. Flair and passion for cooking.
2. Tertiary qualification in commercial cookery and at least 4 years relevant work experience, or an equivalent combination of extensive relevant experience (8 years) and/or education & training.
3. Proven commercial experience in all operational aspects of a kitchen combined with the delivery of profitable results.
4. Flexibility of availability
5. Knowledge of and commitment to Occupational Health and Safety, Equal Employment Opportunity, QA, HACCP principles, including compliance with Awards and other workplace legislation.
6. Pleasing and confident personality with excellent grooming.
7. Hold an RSA certificate

Desirable

1. Training and/or experience in an emergency response warden role
2. Blue Mountains tourism experience.
3. Language skills, multi-cultural awareness.
4. First aid certificate.

DELEGATIONS:

None

PHYSICAL DEMANDS: *refer attached.*

GENERAL CONDITIONS:

Hours of work are to allow coverage for 7 days a week, typically between 07:30 and 15:00; with work on public holidays and after hours as required.

SIGNATURES:

(Staff Member): I understand the requirements and expectations of this position and will fulfil the obligations required of the tasks, responsibilities and needs of the business.

Staff Member	Date	Supervisor	Date

Document Control

Date	Rev	Pg	Description	By	Approved	Signature
10/6/09	1.0	All	Creation	GS	PJH	

SCENIC WORLD POSITIONAL PHYSICAL DEMANDS ANALYSIS

Position: **Cook**

Assessment is to be based on an employee's average daily exposure to the tasks listed, with ratings as follows:

No Exposure = 0	Low Exposure 0 – 2hrs daily = 1
Medium Exposure 2 – 4hrs daily = 2	High Exposure 4 – 8hrs daily = 3

PHYSICAL REQUIREMENTS

WORKING CONDITIONS

Heavy Manual Tasks	0	Shovelling/Digging	0	CHEMICALS		PHYSICAL	
Light Manual Tasks	2	Pushing loads > 5kgs	1	Dusts	0	Inside Work	3
Repetitive Lifting	0	Pulling loads >5kgs	1	Liquids	0	Outside Work	1
Trunk Twisting	1	Frequent bending/ stooping	1	Mists / Fumes	0	High Temperatures > 38deg	0
Standing for extended periods	3	Sitting for extended periods	3	Gases/Vapours	0	Low Temperatures < 3 deg	0
Kneeling for extended periods	1	Hearing above background noise	0	Odours	0	Operating Machinery	1
Extend arms for reaching	1	Walking on uneven ground	1	Working with Solvents	0	Working Near Machinery	1
Elevating arms above shoulder height	1	Walking for extended periods	1			Working at Heights	0
		Colour Vision	3	BIOLOGICAL		Noisy Work Areas	0
Climbing to access/ exit excavations	0	Depth Perception	2	Possible exposure to Hepatitis A, B, C	0	Vibration	0
Throwing	0	Balancing	0	Pesticide Spraying	0	Confined Spaces	0
Crawling	0	Fine Manipulation	1	Herbicide Spraying	0	Prolonged Driving (periods > 2hours)	0
				Possible exposure to Tetanus	0	Working Alone	1
						Overhead Work	0
USE OF PERSONAL PROTECTIVE EQUIPMENT						Use of Computer for screen based activities.	1
Safety Boots/Shoes	0			BIOMECHANICAL		Prolonged Sitting (periods > 1hour)	0
Dust Mask/ Respirator	0			Repetitiveness	1	Prolonged Standing (periods > 1 hour)	3
Protective Eyewear	0			Fatigue	1		
Ear plugs/Muffs	0						
Hard Hat	0						