

COUNTRY CLUB TASMANIA

POSITION DESCRIPTION & PERSON SPECIFICATION

Position Chef de Cuisine		Award Classification Salaried
Department Kitchens	Reports To: Executive Chef	Reporting To This Position: Chef de Partie Demi Chefs Commis Chefs Cooks Apprentices Kitchen Stewards

JOB PURPOSE

- To support the growth and development of Country Club Tasmania and Villas through ensuring a consistently high quality of food product and service.

OUTCOMES

- Staff are led in such a way as to bring out the best in them individually and as a team.
- Front and back of house staff work together co-operatively, supporting each other in providing excellent customer service.
- The health and safety of staff and customers is ensured.
- A high level of customer service is maintained.
- Relevant government legislation, and company policies are adhered to.
- Budgetary targets are achieved.

DUTIES AND RESPONSIBILITIES

1. Effective management of staff, including ensuring a happy environment which is rewarding and motivating.
2. Foster a team environment amongst staff through appropriate involvement in planning and decision-making.
3. Identify training needs for kitchen staff.
4. Provide directly reporting staff with regular performance feedback.
5. Effective implementation of company human resource management policies.
6. Building a close liaison with Managers and Supervisors and staff both front and back of house, to ensure a smooth running operation.

7. Issue and follow up on Maintenance requests of upgrade requirements and repairs.
8. Monitor food trends and incorporate new styles and ideas to fulfil guest demands and wants. Seek feedback from staff on customer comments.
9. Ensure wastage and spoilage is minimised.
10. Work as an integral part of the team building a close bond between chefs and front of house personnel.
11. Check freshness and quality of food, taking particular note of food being appealing to the eye and nutritious.
12. Follow and therefore enforce the use of the Country Club Tasmania and Villas Safe Booklet for Kitchen Hygiene and Sanitation Procedures.
13. Ensure that the Section runs to standard recipe cards and photographs.
14. Regularly hold team meetings for the chefs and be part of the service staff meetings.
15. Support and enforce Food and Beverage Code of Conduct.

KEY RELATIONSHIPS/INTERACTIONS

- Weekly meeting with Executive Chef.
- Chefs
- Regular team meetings with staff
- Regular liaison with Villas Manager and Staff
- Contact with guests on a day to day basis as required.
- O. H. & S. Representative

Measurements

- Ensure kitchen hygiene and safety standards are maintained.
- Ensure standard recipes are developed and maintained.
- Adhere to Food and Beverage Department Code of conduct
- Financial targets are maintained.
- Communication and performance feedback, developed, maintained and documented.

Financial Targets

- Food Cost – percentage of food cost to food revenue – as per annual budget.

- Labour for Food produced, including stewards – percentage of cost to Food Revenue – as per annual budget.

WORKING ENVIRONMENT

- Country Club Tasmania creates an atmosphere in which customers feel welcomed, acknowledged and rewarded for their participation in gaming and other forms of entertainment, and in which employees gain satisfaction for their work.
- To support these goals, the culture is one of team work, with managers focused on developing teams which are friendly, efficient, customer-focused and in which team members are supportive of each other and of other teams.
- Country Club Tasmania is committed to high standards of performance in relation to Occupational Health and Safety and believes that this can be achieved through a partnership with employees in maintaining safe working conditions and practices.

KEY CHALLENGES

- Develop and maintain a strong and supportive working relationship with food service front of house staff.
- Provision of menu choices appropriate for and attractive to target markets.
- Reduction of wastage.

PERSON SPECIFICATION

PERSONAL ATTRIBUTES

- Displays a thinking style which is flexible.
- Displays the ability to learn and integrate the verbal and numerical information necessary to perform this role.
- Has the capacity to work independently, to make decisions and to show initiative whilst operating within the Organisational boundaries.
- Perseveres with work tasks until completion and pays sufficient attention to detail.
- Displays an enthusiastic and motivated approach to work, maintaining a strong focus on achieving the business goals of the department.
- Displays a genuine interest in others, a keenness to be of service and the ability to understand people and to empathise with them.
- Is reasonably modest about themselves and their achievements, not needing to be the centre of attention.
- Accepts responsibility for their actions, shows integrity, high self-esteem and an appropriate control over their emotions.
- Displays resilience in the face of work pressures, is able to remain positive despite setbacks and not overly sensitive to criticism.
- Will take a consultative approach to management, while also being able to take control when needed.
- Displays a commitment to working within teams, focusing on the objectives and achievements of the team rather than on personal achievements or recognition.
- Presents a strong role model, embracing and reflecting the values and standards of the Organisation.
- Displays a commitment to personal growth (both their own and those they work with), and the capacity to assist others to develop.

SKILLS, KNOWLEDGE, EXPERIENCE

Essential

- Uses effective time-management skills and techniques.
- Displays an ability to plan and undertake tasks and projects in a logical and sequential manner.
- Displays an ability, appropriate to the level required to achieve the outcomes for this position, to communicate both verbally and in written form.
- Displays conflict resolution and negotiation skills which are appropriate to the level required to achieve the outcomes for this position.
- Demonstrates skills in training and coaching.
- Demonstrates skills in effectively managing the performance of staff.
- Trade qualification in cookery.
- Previous experience in a senior supervisory role.
- Extensive knowledge and proven experience across cookery field, and an understanding of contemporary issues.

Prepared by: Date:

Authorised by: Date: