

POSITION DESCRIPTION

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| JOB TITLE | Chef |
| BUSINESS UNIT | UNE Life Food & Beverage outlets |
| REPORTING TO | Head Chef |
| LOCATION | Armidale |
| AWARD COVERAGE | Hospitality Industry General Award 2020 |
| DATE | January 2025 |

PURPOSE OF THE POSITION

With a focus on service excellence, the Chef will contribute to the efficient and professional running of UNE Life kitchens, contributing to the achievement of UNE Life strategic objectives.

The Chef, will work alongside the Head Chef and kitchen team to produce outstanding food in a dynamic environment across various outlets and venues. The role requires multi-skills which includes assisting with staff workflow, food preparation, production, and implementation of menus within budget guidelines. The Chef will assist with daily kitchen operations, monitor inventory control including buying and replenishment of stock, product knowledge and service standards.

ORGANISATIONAL CONTEXT

We are a wholly owned, not-for-profit entity of the University of New England (UNE) independently governed by a Board of Directors and led by a Chief Executive Officer. Put simply, we are a company that is also part of the University family.

Our mission at UNE Life is to provide an outstanding experience both on, and off our University campuses.

We are the bridge between the University and its many communities. We are a team that gets things done together with a focus on honesty and respect for one another.

One of our bigger success measures revolves around our commitment to quality service for the UNE and the wider community. We offer a unique set of services which are divided across 6 focus areas, these include:

- Student Experience – includes clubs & societies, our student-powered radio TuneFM, our independent student Advocacy & Welfare Services, and specific events & activations from orientation, to graduation.
- Commercial Services - includes our retail outlets, food & beverage services, event management & catering.

- SportUNE – includes our state-of-the-art community gym, on-campus sporting facilities, and recreational facilities/activities.
- Safety, Security & Information - includes around-the-clock security services for the University.
- Corporate Services – includes Finance, People & Culture, Branding & Marketing, IT Management, and Contract Management.
- Health – includes UNE Life Healthcare Centre and other health services/programs.

UNE LIFE VALUES

We believe our values reflect who we are as a team. Alignment with these values is key to your success with UNE Life.

- Honesty – transparency builds trust
- Respect – yourself, others, and all we do
- We are a team – we get things done, together
- Never settle – we live for continuous improvement
- Surpass expectations – we focus on customer satisfaction
- We're committed – we do what we do because we believe in it.

KEY ACCOUNTABILITIES

1. Must provide exceptional customer service at all times, attending to all customers & stakeholders in a friendly and efficient manner.
2. Maintain quality and portion controls and monitor and manage wastage levels (to 1% of food sales), All wastage is to be recorded daily.
3. Maintain stock control and rotation – strict adherence to food handling and storage guidelines are a must. First in, first out stock rotation policy.
4. Prepare daily food to the standard required to meet UNE Life quality standards in the timeframes requested by Head Chef.
5. Develop a working understanding of dishes featured on the menu and assist with the creation of new menu items
6. General kitchen duties, as required – this will include dish washing, implements, monitors and completes daily, weekly and monthly cleaning schedules.
7. Responsible for food storage areas under the direction of the Head Chef within the Food safety guidelines.

Note: It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the key responsibilities of the position. The responsibilities listed above may be altered in accordance with the changing requirements of the role.



SPECIAL REQUIREMENTS

8. Act as an Emergency Warden (training provided).
9. Act as Food Safety Supervisor.

KEY RELATIONSHIPS

Direct Reports:

- N/A

External Stakeholders

- UNE
- Suppliers
- Contractors
- Customers

Internal Stakeholders:

- UNE Life Colleagues

SELECTION CRITERIA

1. Relevant Tertiary qualifications and equivalent experience.
2. Demonstrable kitchen experience.
3. Proven commitment to delivering an excellent customer service & student experience.
4. Knowledge and demonstrable experience in complying with legislative obligations (including Safe Food Handling standards, Liquor Accord, OLGR).
5. Demonstrated interpersonal, negotiation, listening and communication skills with the ability to develop and maintain networks and contacts and relate to stakeholders from diverse backgrounds.
6. Proven organisational skills including the ability to assess priority of tasks, manage workload and meet multiple (or conflicting) deadlines.
7. A dynamic and motivated individual with an outgoing personality and loads of initiative.



8. Must always be well presented, have a great work ethic and the ability to perform well under pressure.
9. Demonstrated ability to be flexible, to work proactively and cooperatively in a small team, and to build productive relationships.

LEADERSHIP ACCOUNTABILITIES

- N/A

POSITION DIMENSIONS

Work Health and Safety Statement

Cooperate with all health and safety policies and procedures and take all reasonable care to ensure actions do not impact on the health and safety of staff, students, visitors and members of the public.

Equal Employment Opportunity

Ensure that the principles of equal employment opportunities are implemented promoted and adhered.

EMPLOYMENT AGREEMENT

As the incumbent of this position, I have read the position description, understand its contents and agree to work in accordance with the requirements of the position.

| Signatories | Name | Signature | Date |
|--------------|------|-----------|------|
| Staff member | | | |
| Supervisor | | | |

