



Position Description

Position Title: Commis Chef	Classification: Level B
Faculty/School/Office: Campus Life - Food and Beverage	Date Position Classified/Updated: September 2024

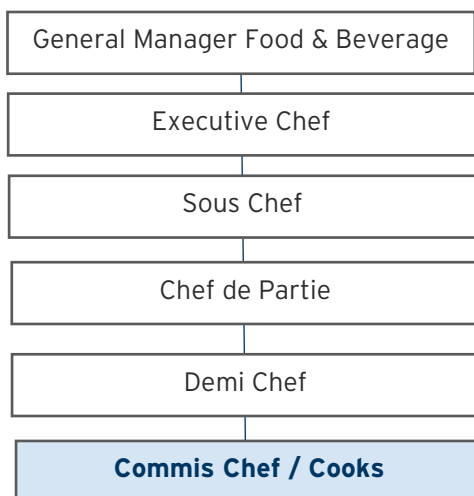
Purpose of the Position:

This role is responsible for the preparation of food as specified by the Executive Chef and to maintain the highest possible standard of hygiene. You will ensure that the quality of the food and the service is provided to the predetermined standard. A chef's qualification level of preparation and catering experience is expected in this role. The incumbent will be working in a busy environment under pressure and will need to be sensitive to the University's cultural environment, while ensuring that all requirements as directed by the chef in charge is maintained and delivered in a professional manner at all times.

By your contribution you will endeavour to make the operation a venue for students and guests to enjoy professional effective service, great product selection and pleasant safe surroundings and that Bond University complies with State and Federal legislation for OH&S and health and hygiene. It is not the intent of this position description to limit the scope of this position in any way but to give an overview of this role within the Conference Centre, Bond University. You may at times be required to work at other tasks and areas as directed by the Executive Chef, Chef in charge, General Manager Food and Beverage.

Reporting Relationship:

This position reports to the Demi Chef:



Selection Criteria:

- Completed an apprenticeship or trade test
- Have a working understanding of HACCP and its application to the workplace
- Excellent communication
- Work well in a team or singularly.
- Must have the appropriate level of training and perform cooking duties
- Strong customer service ethic and skills
- Ability to work under pressure

Desirable Criteria:

- Working knowledge of Federal, State and local regulations for Occupational Health and Safety.
- Experienced in different cuisines and preparation methods

Competency	Responsibility
Guest and Service Standards	<ul style="list-style-type: none"> • Ensure you deliver exceptional product and service that is timely, efficient, friendly and meets the guests (internal and external) needs at all times • Recognise situations, which may become difficult problems, report immediately • Treat guests problems or potential problems effectively, reporting immediately to your supervisor aiming for minimal guest dissatisfaction • Ensure all interactions with staff and guests are in accordance with good customer service • Provide friendly, professional, courteous responses to telephone calls and guest inquiries
Communication	<ul style="list-style-type: none"> • Follow policies and procedures applying to the workplace and department specifics. • Build interpersonal skills and team building relationships'
Operational Performance	<ul style="list-style-type: none"> • Prepare food per set guidelines as set down by the Executive Chef • Report all maintenance requirements and incidents • Be pro-active in addressing identified incidents and potential hazards, which may affect guests/staff. • Ensure the facilities and equipment is maintained to the highest level of cleanliness and hygiene standards. • Accurately and effectively respond to emergency and special situations involving equipment, staff and guests. • Maintain all company policies in relation to safety, service, cleanliness, efficiency and presentation. • Ensure all Federal, State and Local regulations are adhered to in relation to food handling, responsible service of alcohol and Occupational Health and Safety. • Ensure correct food and beverage handling procedures are adhered to and quality, quantity and correct service standards are maintained consistently. • Ensure you deliver products in an efficient and timely manner to predetermined standards. Adhere to recognised service procedures to support total guest satisfaction. • Carry out "hands on" manual work on a daily basis to ensure all required outcomes are achieved in an efficient and timely manner to predetermined standards. • Adhere to recognised service procedures to support total guest satisfaction.
Financial Management	<ul style="list-style-type: none"> • Suggest, where appropriate, ways of reducing costs/time related activities. • Ensure you are aware of your roster regularly checking for changes

	<ul style="list-style-type: none"> Follow established stock control procedures to ensure par levels are adhered to and minimal wastage is incurred. Correctly and accurately complete your timesheet, ensuring your times are countersigned by a supervisor
Team Building	<ul style="list-style-type: none"> Report staff grievances and complaints to supervisor/manager Demonstrate effective interpersonal skills promoting teamwork. Maximize opportunities to build team relationships and enhance communications. Suggest, where appropriate ways of building better communication within the department and throughout the University.
Personal Development	<ul style="list-style-type: none"> Participate in regular performance appraisals Complete all Bond University Food and Beverage Division training courses relevant for the position.
Understanding of Quality Assurance	<ul style="list-style-type: none"> Staff should demonstrate an understanding of the principles of quality assurance and continuous improvement as they apply at Bond University. Staff are expected to demonstrate an ongoing commitment to the Bond University Strategic Plan, university policy and to our quality assurance processes.
Understanding of Cultural Sensitivity	<ul style="list-style-type: none"> Staff will come into contact with staff and students from a variety of cultural backgrounds. It is expected that mutual respect, cultural awareness and cultural sensitivity will form the basis of the professional working relationship. Staff are encouraged to attend a cultural sensitivity workshop to further enhance and develop cultural awareness and cultural sensitivity skills.
Understanding of WHS Responsibilities	<ul style="list-style-type: none"> Maintain a safe workplace and follow safety directions and internal controls. Alert your Manager of WHS risks and be vigilant in observing safe practices. Understand WHS requirements in your work area. All managers of staff are required to conduct risk assessments and implement controls accordingly as well as action safety audit results within the directed time frame. Awareness of, and accountability for, WHS responsibilities in the work area and for the staff and contractors under your control (if applicable).

Note - the successful applicant will be required to produce a certified copy of their highest qualification received prior to commencement of duty.

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