

## Position Description

<b>Position Title:</b> Chef de Partie	<b>Classification:</b> Level C
<b>Faculty/School/Office:</b> Food and Beverage Department, Campus Life	<b>Date Position Classified/Updated:</b> October 2024

### Purpose of the Position:

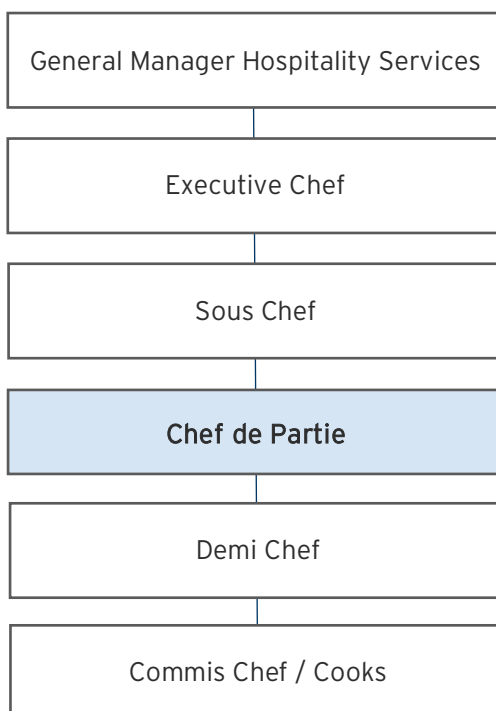
This role is an integral position within the kitchen brigade deputising for the Sous chef in his absence and leading the team of chefs, cooks and stewards to ensure that the quality of the food and the service is provided to the predetermined highest standard. A chef's qualification level of preparation 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 WH&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 Food and Beverage Department, Bond University. You may at times be required to work at other tasks and areas as directed by the Sous Chef, Executive Chef, General Manager Hospitality Services, and the Director of Campus Life.

### Reporting Relationship:

This position reports to the Sous Chef and has the following direct reports:



**Selection Criteria:**

- Completed an apprenticeship or trade certificate or Certificate III in Commercial Cookery, with relevant experience progressing toward a Certificate IV or Diploma
- A minimum of 5 years' experience working in a high-paced commercial kitchen
- Proven expertise in buffet and a' la Carte service, as well as the ability to execute diverse event styles
- High level of precision in food preparation and presentation
- Demonstrated leadership and supervisory skills, including the supervision and training of kitchen staff
- Ability to supervise/organise events and outlets, kitchen activities and produce menus as required
- Possess working knowledge of Hazard Analysis Critical Control Point (HACCP) and its application to the workplace
- Proven ability to work well in a team and communicate effectively with other kitchen staff
- Experience in providing leadership, training, mentoring and developing other kitchen staff
- Strong customer service ethic with excellent interpersonal skills, ensuring a high standard of client satisfaction
- Demonstrated ability to work efficiently under pressure while managing multiple tasks simultaneously.

**Desirable Criteria:**

- Working knowledge of Federal, State and local regulations for Workplace Health and Safety.
- Experienced in different/specific cuisines or kitchens and preparation methods

Competency	Responsibility
<b>Guest and Service Standards</b>	<ul style="list-style-type: none"><li>• Ensure you deliver exceptional product and service that is timely, efficient, friendly and meets the guests (internal and external) needs at all times</li><li>• Recognise situations and potential problems, which may become difficult and report immediately to your supervisor aiming for minimal guest dissatisfaction</li><li>• Ensure all interactions with staff and guests are friendly, professional and courteous</li><li>• Ensure consistency and excellence in food preparation, presentation and menu planning</li><li>• Utilise strong time management skills to provide timely and efficient service, contributing to exceptional guest experience</li></ul>
<b>Supervision</b>	<ul style="list-style-type: none"><li>• Provide leadership, supervision and training of cooks and kitchen employees</li><li>• Coordination of all kitchen employees and activities to ensure high quality service delivery</li><li>• Supervise/organise events</li></ul>
<b>Communication</b>	<ul style="list-style-type: none"><li>• Promote clear and effective communication with the team and adherence to policies and procedures applying to the workplace and department specifics.</li><li>• Use interpersonal skills to foster teamwork and collaboration</li><li>• Provide guidance and feedback to kitchen staff</li></ul>
<b>Operational Performance</b>	<ul style="list-style-type: none"><li>• Prepare food per set guidelines as set down by the Sous Chef and Executive Chef</li><li>• Ensure compliance with HACCP protocols to maintain food safety and quality</li><li>• Provide support and assistance to Sous Chef to ensure efficient kitchen operations</li><li>• Produce menus for events and outlets as required</li></ul>

	<ul style="list-style-type: none"> <li>• Proactively report all maintenance needs and incidents to relevant departments and managers to ensure minimal disruption to operations</li> <li>• Identify and communicate potential hazards or safety concerns that may affect guests or staff, escalating issues to supervisors for prompt action.</li> <li>• Maintain and uphold the highest standards of cleanliness and hygiene for all facilities and equipment, ensuring compliance with company and regulatory standards</li> <li>• Respond efficiently to emergency situations and special circumstances involving equipment, staff and guests, maintaining operational continuity</li> <li>• Follow all company policies relating to safety, service, cleanliness, efficiency and presentation, contributing to the overall performance and development of the department</li> <li>• Ensure consistent adherence to Federal, State and Local regulations to food handling, responsible service of alcohol and Workplace Health and Safety.</li> <li>• Ensure correct food and beverage handling procedures are adhered to and quality, quantity and correct service standards are maintained consistently.</li> <li>• Ensure you deliver products in an efficient and timely manner to predetermined standards. Adhere to recognised service procedures to support total guest satisfaction</li> <li>• Perform “hands on” manual tasks daily, ensuring that operational goals are met efficiently and in accordance with pre-established performance standards</li> <li>• Adhere to recognised service procedures to support total guest satisfaction</li> </ul>
<b>Financial Management</b>	<ul style="list-style-type: none"> <li>• Implement cost-effective menu planning and resource management strategies to maximise kitchen efficiently and minimise waste</li> <li>• Ensure adherence to stock control procedures and budgetary constraints, contributing to the financial sustainability of kitchen operations. Accurately complete and submit timesheets in a timely manner, ensuring all hours are properly recorded and countersigned by a supervisor to maintain financial accountability</li> <li>• Regularly review your work roster, ensuring you stay informed of any schedule changes to maintain alignment with labour management and operational needs</li> </ul>
<b>Team Building</b>	<ul style="list-style-type: none"> <li>• Build and maintain a positive team culture by mentoring and developing kitchen staff, promoting teamwork and collaboration</li> <li>• Escalate staff concerns proactively to your supervisor, supporting effective conflict resolution and fostering a productive working environment</li> <li>• Maximise opportunities to build team relationships and enhance communications</li> <li>• Suggest, where appropriate ways of building better communication within the department and throughout the University</li> </ul>
<b>Personal Development</b>	<ul style="list-style-type: none"> <li>• Actively engage in regular performance appraisals to foster continuous personal and professional growth</li> <li>• Engage in ongoing professional development by pursuing additional certifications and training</li> <li>• Complete all Bond University Food and Beverage Division training courses relevant for the position</li> <li>• Support the development of other kitchen staff through mentoring and coaching</li> </ul>
<b>Understanding of Quality Assurance</b>	<ul style="list-style-type: none"> <li>• Staff should demonstrate an understanding of the principles of quality assurance and continuous improvement as they apply at Bond University</li> </ul>

	<ul style="list-style-type: none"> <li>Staff are expected to demonstrate an ongoing commitment to the Bond University Strategic Plan, university policy and to our quality assurance processes</li> </ul>
<b>Understanding of Cultural Sensitivity</b>	<ul style="list-style-type: none"> <li>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</li> <li>Staff are encouraged to attend a cultural sensitivity workshop to further enhance and develop cultural awareness and cultural sensitivity skills</li> </ul>
<b>Understanding of WHS Responsibilities</b>	<ul style="list-style-type: none"> <li>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</li> <li>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</li> <li>Awareness of, and accountability for, WHS responsibilities in the work area and for the staff and contractors under your control (if applicable)</li> </ul>

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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