

Position Description

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| Position Title: Executive Chef | Classification: Level D |
| Faculty/School/Office: Food and Beverage Department | Date Position Classified/Updated: February 2026 |

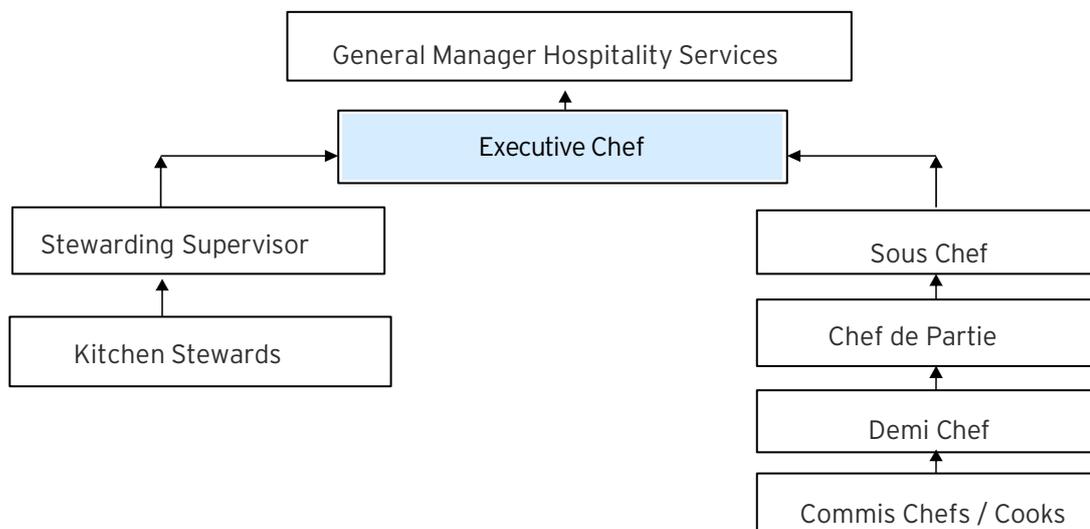
Purpose of the Position:

This role is responsible for all kitchen and stewarding operations within the Food and Beverage department. You are responsible for the provision of quality food, menu innovation, creation and product engineering to ensure all requirements are achieved. You will also be accountable for cost of goods, quality and portion control and managing the labour cost of the kitchen staff plus development, training and mentoring of staff. In addition you will be responsible for the food preparation areas presentation upkeep and reporting of any maintenance issues. One of the key requirements is the adherence to FSANZ regulations in regard to food handling and hygiene standards. You will develop and implement product standards to ensure guest satisfaction remains a top priority.

Your professional and personal contribution to making the operation one know for its quality and variety of food 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.

Reporting Relationship:

This position reports to the General Manager - Hospitality Services and has the following direct reports:



Selection Criteria:

- Minimum of 5 years Executive Chef/Kitchen management level in a high volume food and beverage environment
- Completed an apprenticeship and trade certificate or Certificate III in Commercial Cookery, with relevant experience progressing toward a Certificate IV or Diploma
- Proven ability to innovate in menu development and retail food concepts.
- Excellent verbal and written communication abilities for effective collaboration and stakeholder engagement.
- Demonstrated expertise in financial management, budgeting, and inventory control to optimise operational efficiency.
- Strong leadership skills with experience in mentoring, training, developing and fostering a collaborative team environment.
- A strong commitment to delivering exceptional customer service and enhancing guest experiences.
- Strong time management skills and ability to manage multiple tasks under pressure.
- Comprehensive knowledge and application of Hazard Analysis Critical Control Point (HACCP) for maintaining high food safety standards.

Desirable Criteria:

- Certificate IV in Training and Assessment or equivalent
- Working knowledge of Federal, State and local regulations for responsible service of alcohol and Workplace Health and Safety.

| Competency | Responsibility |
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| Kitchen Management | <ul style="list-style-type: none"> • Ensure all kitchen staff deliver product and service that is timely, efficient, friendly and meets the guests needs at all times • Recognise situations, which may become difficult guest problems, rectify immediately or be ready to act in order to alleviate. • Treat guests problems or potential problems effectively, aiming for minimal guest dissatisfaction. • Ensure all interactions with staff and guests are in accordance with excellent customer service • Seek opportunities to enhance quality of food and service to staff and guests and to act on those opportunities in a timely manner by assisting management in the development and implementation of improvements in food selection variety and preparation methods. • Provide friendly, professional, courteous and timely responses to telephone calls and guest inquiries. |
| Operational Performance | <ul style="list-style-type: none"> • Ensure steps are taken to run an efficient operation noting high and safe capacities, friendly guest service and overall excellence in food and beverage experience at all times. • Prepare and maintain all maintenance requests and incident reports • Collect operational data, daily operation summaries and maintenance problems. • 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. • To manage and resolve workplace conflict issues within the team reporting and advising the General Manager Hospitality Services and human resources as required. |

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| | <ul style="list-style-type: none"> • 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. • Assist in recruitment activities and training programs for the team to meet company requirements. • Attend meetings as required. • Ensure all Federal, State and Local regulations are adhered to in relation to food handling, Workplace Health and Safety. • Ensure correct food and beverage handling procedures are implemented and quality, quantity and correct service standards are maintained consistently. • Ensure all staff delivers products in an efficient and timely manner to predetermined standards. Adhere to recognised service procedures to support total guest satisfaction. |
| Communication | <ul style="list-style-type: none"> • Advise staff on policies and procedures applying to the workplace and department specifics. • Ensure strategies for implementation of policies and procedures are communicated effectively. • Conduct and manage staff performance appraisals. • Attend Food and Beverage meetings. • Report on effectiveness of Food and Beverage department as a whole offering expertise to assist in further improvements. • Resolve staff grievances and complaints. • Build interpersonal skills and team building relationships. • Provide coaching for staff in the following areas: <ul style="list-style-type: none"> • Guest service • Health and safety • Product knowledge & preparation • Standardised preparation and presentation • Equipment use and care and Financial awareness |
| Financial Management | <ul style="list-style-type: none"> • Maintain information on department priorities and objectives and suggest, where appropriate, ways of reducing costs/time related activities. • Prepare rosters in line with budgetary constraints and relevant award. • Be responsible for the cost of food and liaise closely Suppliers to ensure best product at best price is always achieved • Follow established stock control procedures to ensure par levels are determined and maintained, and minimal wastage is incurred. • Conduct regular stock takes. |
| Team Building | <ul style="list-style-type: none"> • Provide leadership, motivation and coaching to all staff in the following aspects • Guest service • Health, safety and cleanliness • Product knowledge • Equipment use and care • Financial awareness |
| 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. |

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| 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). |
| Equal Opportunity and Inclusion | <ul style="list-style-type: none"> • Bond University is an equal opportunity employer, and we encourage our students and staff to respect individuality, inclusiveness and diversity. |

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

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 at Bond University. You may at times be required to work at other tasks and areas as directed by the Management.