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| **Cook – Cert III in Commercial Cookery**  **Position Description** | |
| **Purpose**  As an Apprentice Chef, you’ll have a passion for food, ready to unleash your creativity with a flair for flavour and ingredients while combining your work and study. This is a 3-year full-time apprenticeship position (38 hours per week) that allows you to earn while you learn by undertaking a Certificate III in Commercial Cookery. | |
| **Employee Name:** | **Date PD Issued:** |
| **Position: APPRENTICE CHEF** | |
| **Host Employer: CAVE HILL CREEK CAMP** | **Supervisor: TIM CHANDLER** |
| **Host Employer Address: 110 Glut Road, Beaufort 3373** | |
| **Westvic Staffing Solutions Apprentice/Trainee Consultant: NATALIE NAYLER** | |
| **Duties of Position:**  You will work alongside our fabulous four in the kitchen creating, prepping and cooking a variety of meals/dishes to feed guests from scones to canapes. This includes planning weekly menus, providing acceptable meal alternatives for guests with dietary needs and maintaining food health and safety standards. Whether they’re attending school and holiday camps, weddings and functions, or retreats and expeditions, you’ll get satisfaction from seeing someone devour your culinary creation.  You will prepare menu items. Bakes, Roasts, Broils and fries Meat, Fish and Fowl. Mixes and cooks specialty dishes and delicate foods. Seasons foods by taste test and recipe. May maintain records of food used and supply on hand. Cleans and sanitizes work areas. | |
| **Tasks Involved:**  An Apprentice cook may perform the following tasks:   * Check food to make sure of its quality * Regulate temperatures of ovens, grills and other cooking equipment * Prepare food for cooking * Cook food by a range of methods (i.e. baking, braising, frying, roasting or steaming) * Divide food into portions and make sure that the food is well-presented * Clean food preparation areas and equipment * Store food in temperature-controlled facilities * Receive and store supplies * Make sure kitchen is hygienic and functional * Freeze and preserve foods * Assist with serving food and drinks * Helping to prepare dining areas, function spaces and accommodation ready for guest service | |
| **Work Conditions:**  You will be provided with all the ingredients you need to succeed and support you through your apprenticeship with allocated time for your study and most days you’ll enjoy a free meal on the host. | |
| **Personal Requirements:**   * A high level of personal cleanliness * Able to plan your time and work under pressure * Good communication skills * Punctuality * Flexibility to perform shift work * Able to work well in a team * Enjoy cooking * Able to work under pressure and stay calm in difficult situations | |
| **Key Selection Criteria:** | |
| **Qualifications and Licenses Required: Working with Children Check** | |
| **Workplace Health and Safety:**   * Follow Westvic Staffing Solutions’ and the Host Employer’s Workplace Health and Safety policies, procedures and workplace instructions * Co-operate with the Employer and Westvic Staffing Solutions with respect to any action taken by the Host Employer and Westvic Staffing Solutions to comply with any requirements to provide a workplace that is safe and without risks to health * Correctly wear and maintain items of personal protective clothing and equipment that are provided * Take reasonable care for your own health and safety and for the health and safety of anyone else that may be affected by your actions or omissions whilst at work * Report any incidents with in the workplace to the Host Employer and Westvic Staffing Solutions without delay. | |
| **Additional Information**   * **Hours Per Week : 38** * **Days per Week: (e.g. 5 days p/w Mon-Sun)** * **Award / Agreement:** * **Superannuation:** * **Commencement Hourly Rate:** * **Allowances: meals and option to live onsite** | |
| **Copy to : 🗌 Employee 🗌 Host Employer 🗌 Main File** | |

**Position Description Acknowledgement**

All parties have received, reviewed and fully understand and accept the Position Description and the tasks and conditions included within.

**EMPLOYEE:**

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_/\_\_\_\_/\_\_\_\_\_

**HOST EMPLOYER:**

Host Employer Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Host Employer Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_

**WESTVIC STAFFING SOLUTIONS:**

Westvic Staffing Solutions Representative Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Westvic Staffing Solutions Representative Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_