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| **Apprentice Chef – Cert III in Commercial Cookery**  **Position Description** | |
| **Purpose**  Position Descriptions are written statements that clearly describe the duties or task to be undertaken and the responsibilities of the particular position. The position description also includes information about working conditions, tools and equipment used, knowledge and skills required and Work Health and Safety responsibilities. | |
| **Employee Name: a number of employers seeking staff** | **Date PD Issued:** |
| **Position: apprentice chef – Cert III in Commercial Cookery** | |
| **Host Employer:** | **Supervisor:** |
| **Host Employer Address: number of venues seeking staff** | |
| **Westvic Staffing Solutions Apprentice/Trainee Consultant: Natalie Nayler** | |
| **Duties of Position:**  Prepares 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 | |
| **Work Conditions:**  Apprentice cooks may be required to work shifts, including weekends and public holidays. The work may be stressful, especially at peak hours of the day. | |
| **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:**  Nil | |
| **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:** * **Award / Agreement:** * **Superannuation: 11%** * **Commencement Hourly Rate:** * **Allowances:** | |
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**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\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_