

Position Description – Apprentice Chef

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: TBC	Date PD Issued: 09/11/2022
Position: Apprentice Chef	
Host Employer: Terang & Mortlake Health Services	Supervisor:
Host Employer Address: 13 Austin Avenue	
Westvic Staffing Solutions Apprentice/Trainee Consultant: Jacob Rhodes	
Duties of Position:	
Tasks Involved: An Apprentice cook may perform the following tasks: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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: Nil	

Qualifications and Licenses Required:

Pass a National Police 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 :
- Days per Week: (e.g. Mon-Fri)
- Award / Agreement:
- Superannuation:
- Commencement Hourly Rate:
- Allowances:

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 ____/____/____