

Commercial Cookery Apprentice

Certificate 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 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: TBA

Date PD Issued: 19.10.2022

Position: Apprentice Chef

Host Employer: Birregurra General Store

Supervisor: Steve D’Acunto

Host Employer Address: 59-61 Main St, Birregurra Vic 3242

Westvic Staffing Solutions Apprentice/Trainee Consultant: Rochelle Garlick

Mobile: 0409 605 678

Key Responsibilities and Duties:

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)
- Ensure 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

Personal Requirements:

- A high level of personal cleanliness
- Able to plan your time and work under pressure
- Good communication skills
- Punctuality
- Able to work well in a team
- Enjoy cooking
- Able to work under pressure and stay calm in difficult situations

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:** Wed - Sat
- **Award / Agreement:** Hospitality Industry (General) Award 2010
- **Superannuation:** 10.5%
- **Commencement Hourly Rate:** \$13.6184 + Additional \$4.55

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: TBA

Employee Signature: _____ Date ____/____/____

HOST EMPLOYER:

Host Employer Name: **Birregurra General Store**

Host Employer Signature: _____ Date ____/____/____

WESTVIC STAFFING SOLUTIONS:

Westvic Staffing Solutions Representative Name: **Rochelle Garlick**

Westvic Staffing Solutions Representative Signature: _____ Date ____/____/____