

## Apprentice Chef

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**Westvic Staffing Solutions** Apprenticeship Employment Network Operations originated in 1984 as a not for profit, community-based Company and has since evolved as a leading regional provider of employment and training services throughout Victoria.

Our services are professionally delivered by dedicated staff, committed to:

- Delivering quality employment and training services to the community
- Increasing the trade and vocational training and employment capacity of the South West Region
- Providing a bridge between school and employment

### **What is Apprenticeship Employment Network?**

Apprenticeship Employment Network is an arrangement whereby Westvic Staffing Solutions employs Australian Apprentices (Apprentices and Trainees) and hires them to other businesses called host employers, while they are undertaking their training.

It is a unique form of labour contract in which Westvic Staffing Solutions (the employer) provides no work directly but does so through leasing the Apprentice / Trainee to one or more host employers.

Westvic Staffing Solutions acts as the primary employer and:

- Carefully selects the Australian Apprentice
- Manages the Training
- Takes responsibility for all administration connected with wages, allowances, superannuation, and workers compensation, personal / annual leave and other employment benefits.
- Rotates the Australian Apprentice from business to business, where necessary to ensure that each Australian Apprentice receives a broad range of training and experience.

Australian Apprentices employed by Westvic Staffing Solutions have the security of continuing employment throughout the training period and support from their Apprentice/Trainee Consultant.

### **What is an Australian Apprenticeship / Traineeship?**

The Australian Apprenticeship scheme encompasses all Apprenticeships and Traineeships. They combine time at work with training and can be full time, part time or school based. Australian Apprenticeships are the best way to combine training and employment and lead to a nationally recognised qualification from certificate 2 level through to a diploma. Training can be in the form of “off the job” at a Registered Training Organisation (RTO) or delivered in the workplace.

### **What is a Training Agreement?**

Australian Apprenticeships / Traineeships operate on the basis of a formal Training Agreement between the employer (Westvic Staffing Solutions) and the Australian Apprentice / Trainee, and explain the Apprentices / Trainees obligations to the employer and the employer’s obligations to the Apprentice / Trainee.

Training agreements are registered with the Victorian Registrations and Qualifications Authority (VRQA) via an Australian Apprenticeship Support Network

## Commercial Cookery Apprenticeship

### 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:** 10/6/2022

**Position:** Apprentice Chef (undertaking Certificate 3 Commercial Cookery)

**Host Employer:** Avalon Airport

**Supervisor:**

**Host Employer Address:** 80 Beach Rd, Lara VIC 3212

**Westvic Staffing Solutions Apprentice/Trainee Consultant:** Stephen Soulsby

#### Key Responsibilities and Duties:

- Assist with the preparation and production of meals.
- Assist with the preparation, production of special functions and catering requests.
- Actively seek guidance and support from the Head Chef.
- Implement feedback in a positive and constructive manner.
- Contribute ideas and suggestions to the Head Chef for ways of improving production methods.
- Use own initiative where appropriate
- Attend the nominated Training Facility on days allocated for tuition. Complete all study requirements within set deadlines.
- Always respect the privacy and rights of the consumers.
- Wear the correct uniform as stipulated and request repairs and replacements as required.
- Within the scope of the position, carry out any other duties as directed by persons in charge.

#### Organizational Relationships:

Reports to: Head Chef

#### Specialist Knowledge and Skills:

The following knowledge and skills are required to be utilised:

- Ability to work in a team environment
- Ability to work unsupervised
- Available to work weekends and public holidays

#### Interpersonal Skills:

**The following interpersonal skills are required to be demonstrated:**

- Well-presented person with excellent interpersonal skills
- Commitment to providing a quality service

#### Qualifications and Licenses Required:

- Undertake a Police check
- Undertake an Aviation Landside Security check
- Fully Covid-19 vaccinated
- Full Medical 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 within the workplace to the Host Employer and Westvic Staffing Solutions without delay.

**Additional Information**

- **Hours of work: 38 (on a rotating roster, which may include weekends and public holidays)**
- **Award / Agreement: TBC**
- **Superannuation: 10.5%**
- **Commencement Hourly Rate: TBC**

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 \_\_\_\_/\_\_\_\_/\_\_\_\_