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| **Hospitality Traineeship**  **Position Description – Cook in Trentham – Full Time** | |
| **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:** | **Date PD Issued:** |
| **Position: Apprenticeship in Commercial Cookery** | |
| **Host Employer:** | **Supervisor:** |
| **Host Employer Address: Central Ballarat** | |
| **Westvic Staffing Solutions Apprentice/Trainee Consultant: Natalie Nayler** | |
| **Duties of Position:**  Hospitality trainees may work in a range of hospitality establishments including fast food outlets, coffee shops, take-away facilities, restaurants, function centres, hotels, clubs, and casinos. Trainees will learn about the hospitality industry and develop customer service and communication skills, along with a wide range of skills relevant to the functional area and vocational outcome selected. | |
| **Tasks Involved:**   * [Planning, preparing, and cooking meals](https://www.bing.com/ck/a?!&&p=b8969f717793bbe1JmltdHM9MTY5MzM1MzYwMCZpZ3VpZD0zNGVkZWU5Zi0wN2NkLTYyNGItMDI3NC1mZGUyMDZkZDYzZWImaW5zaWQ9NTc4Mg&ptn=3&hsh=3&fclid=34edee9f-07cd-624b-0274-fde206dd63eb&psq=cook+position+description&u=a1aHR0cHM6Ly9hdS5pbmRlZWQuY29tL2NhcmVlci1hZHZpY2UvZmluZGluZy1hLWpvYi9jb29rLWpvYi1kZXNjcmlwdGlvbg&ntb=1) to meet customer expectations and maintain their employer’s reputation * [Preparing and measuring out ingredients according to recipes](https://www.bing.com/ck/a?!&&p=c00897a237357cceJmltdHM9MTY5MzM1MzYwMCZpZ3VpZD0zNGVkZWU5Zi0wN2NkLTYyNGItMDI3NC1mZGUyMDZkZDYzZWImaW5zaWQ9NTc3Mg&ptn=3&hsh=3&fclid=34edee9f-07cd-624b-0274-fde206dd63eb&psq=cook+position+description&u=a1aHR0cHM6Ly91ay5pbmRlZWQuY29tL2hpcmUvam9iLWRlc2NyaXB0aW9uL2Nvb2s&ntb=1) * [Processing customer orders](https://www.bing.com/ck/a?!&&p=0ade43967d93084fJmltdHM9MTY5MzM1MzYwMCZpZ3VpZD0zNGVkZWU5Zi0wN2NkLTYyNGItMDI3NC1mZGUyMDZkZDYzZWImaW5zaWQ9NTc3NA&ptn=3&hsh=3&fclid=34edee9f-07cd-624b-0274-fde206dd63eb&psq=cook+position+description&u=a1aHR0cHM6Ly93d3cuaW5kZWVkLmNvbS9oaXJlL2pvYi1kZXNjcmlwdGlvbi9jb29r&ntb=1) * [Cleaning](https://www.bing.com/ck/a?!&&p=ac89a3bacfbd8301JmltdHM9MTY5MzM1MzYwMCZpZ3VpZD0zNGVkZWU5Zi0wN2NkLTYyNGItMDI3NC1mZGUyMDZkZDYzZWImaW5zaWQ9NTc3Ng&ptn=3&hsh=3&fclid=34edee9f-07cd-624b-0274-fde206dd63eb&psq=cook+position+description&u=a1aHR0cHM6Ly93d3cuaW5kZWVkLmNvbS9oaXJlL2pvYi1kZXNjcmlwdGlvbi9jb29r&ntb=1) workspace to follow health and safety guidelines * [Maintaining condiments and foodstuff](https://www.bing.com/ck/a?!&&p=f4b36da97eaaa056JmltdHM9MTY5MzM1MzYwMCZpZ3VpZD0zNGVkZWU5Zi0wN2NkLTYyNGItMDI3NC1mZGUyMDZkZDYzZWImaW5zaWQ9NTc3OA&ptn=3&hsh=3&fclid=34edee9f-07cd-624b-0274-fde206dd63eb&psq=cook+position+description&u=a1aHR0cHM6Ly91ay5pbmRlZWQuY29tL2hpcmUvam9iLWRlc2NyaXB0aW9uL2Nvb2s&ntb=1)s * [Ensuring sanitary food handling and storage](https://www.bing.com/ck/a?!&&p=80a608a211921ee3JmltdHM9MTY5MzM1MzYwMCZpZ3VpZD0zNGVkZWU5Zi0wN2NkLTYyNGItMDI3NC1mZGUyMDZkZDYzZWImaW5zaWQ9NTc4NA&ptn=3&hsh=3&fclid=34edee9f-07cd-624b-0274-fde206dd63eb&psq=cook+position+description&u=a1aHR0cHM6Ly9hdS5pbmRlZWQuY29tL2NhcmVlci1hZHZpY2UvZmluZGluZy1hLWpvYi9jb29rLWpvYi1kZXNjcmlwdGlvbg&ntb=1) * Observe workplace hygiene, Workplace Health and Safety, and security procedures | |
| **Work Conditions:**   * Hours of operation are 7:30am-3:30pm Sunday - Saturday. Closed Mondays. 20 hours per week. * Spend long periods of time standing. | |
| **Personal Requirements:**   * Reliable * Have a great attitude * Willingness to learn * Good level of physical fitness to be able to stand for extended periods * Ability to work under pressure and do several tasks at once in a timely manner * High standards of workplace cleanliness and hygiene * Good hand-eye coordination * Able to work quickly and safely with minimal supervision * Good personal hygiene * Teamwork skills | |
| **Key Selection Criteria:** | |
| **Qualifications and Licenses Required:** | |
| **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 Per Week: Full time** * **Days per Week: 5** * **Award / Agreement: Host agreed rate, parent award Hospitality Industry (General) Award 2020** * **Superannuation: 11%** * **Commencement Hourly Rate:** * **Allowances: weekend and public holiday rates** | |
| **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\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_