

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: 01/02/2023

Position: Cert III Commercial Cookery

Host Employer: Earls Deli Cafe

Supervisor: Liam Downes

Host Employer Address: 11 Davey Street, Ballarat Central, Vic 3350

Westvic Staffing Solutions Apprentice/Trainee Consultant: Lisa Barton mob: 0400 048 158

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:

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 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: Restaurant Industry Award 2020 (MA000119)**
- **Superannuation: 10.5%**
- **Commencement Hourly Rate: As per award**

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 ____/____/____