



LIVE THE OUTDOORS



Cave Hill Creek - Live The Outdoors
110 The Glut Road, Beaufort, VIC, 3373
Phone: 03 5349 7381
Email: info@cavehillcreek.com.au

POSITION DESCRIPTION

POSITION TITLE: Apprentice Chef

PREPARED BY: Angela Chandler

DATE: 30 June 2022

1. Position summary

A brief summary of the purpose or role of the position.

Cave Hill Creek is a leading Australian group accommodation, outdoor recreation and function venue. Every week we create life long memories for hundreds of people - be it the joy of school camp, the adventure of an overnight walk, or the delight of a wedding day.

Cave Hill Creek sits on a stunning 40 hectares surrounded by the Mt Cole State Forest, located only 15 minutes from Beaufort, Victoria. A dynamic, highly regarded and award-winning family business, we provide a supportive family friendly work environment.

The Apprentice Chef will be passionate about providing a clean, comfortable venue and tasty, nutritious food to our guests, to ensure that have an exceptional stay at Cave Hill Creek. They work as part of our housekeeping and catering team to deliver a high standard of customer service to our guests in line with the *Cave Hill Creek customer service charter*.

2. Activity profile

The primary activities of this position are:

Activities may include any or all of the following:

- Participate in and complete training/study to complete trade qualification;
- Prepare, cook and serve of a range of high quality meals in a variety of styles to Cave Hill Creek clients, including school groups and holiday camps, weddings and functions, retreats and expeditions.
- Assist the Catering Team to set weekly menus including planning for & providing acceptable meal alternatives for clients with special dietary needs;
- Monitor and receive orders;
- Act as back up Kitchen Supervisor in the Catering Manager's/ Assistant Catering Manager's absence;
- Liaise with suppliers on food, beverage and linen availability or quality control issues;
- Buffet service and table / beverage service as required;
- Kitchen washing / cleaning duties;
- Function food and bar service;
- Conduct food safety checks in line with the Cave Hill Creek Food Safety Plan;
- Carry out basic cleaning duties for the Cave Hill Creek kitchen, bathrooms and main indoor / outdoor recreation & dining areas as necessary.
- Ensure duties in the Cave Hill Creek cleaning checklists are carried out.
- Liaise with clients to ensure effective provision of catering and cleaning services.
- Report maintenance items to maintenance staff and Cave Hill Creek management.



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- Responding to client questions in a welcoming, customer focussed manner to ensure an exceptional guest experience.

3. Responsibility profile

The primary responsibilities for this position are:

To conduct the primary activities of the position as part of our Housekeeping and Catering team to provide a clean, comfortable venue and tasty, nutritious, well presented food to our guests,

The successful candidate will be able to demonstrate an ability to work independently and as part of a team in a fast-paced environment. The candidates will also demonstrate a high level of pride in their work, keeping the venue to a high standard of cleanliness, and providing a high standard of food service and presentation.

The ability to work and communicate respectfully as part of a team is essential.

4. Organisational profile

This position reports to Catering Manager

Indirect reports to this position are:

5. Qualifications and experience profile

The following qualifications are necessary for this position:

Responsible Service of Alcohol (If serving alcohol)
Safe Food Handling
Trade Qualification – Completed or in progress – Commercial Cookery or equivalent
Senior First Aid

The following experience is necessary for this position:

Experience in food preparation an advantage.

6. Conditions

The following conditions apply to this position:

Employees are engaged under the Hospitality Industry (General) Award 2010
Employee must be able to work on a Saturday and Sunday.



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All meals are provided whilst at Cave Hill Creek.
A uniform, and name badge will be supplied.

Trade tools and specific uniform items may be considered for reimbursement on submission of a business case to the Catering Manager and / or Managing Director.

A weekly first aid allowance will be applicable to this role, on provision of up to date First Aid and CPR qualifications.

SIGNATURE:

EMPLOYEE NAME:

DATE: