

Commercial Cookery Apprentice

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
- 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 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 II 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

Certificate III in Commercial Cookery Apprentice

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: 20/09/2022

Position: Certificate III in Commercial Cookery Apprentice

Host Employer: San Remo Hotel Motel

Supervisor: Daniel Mock

Host Employer Address: 145 Marine Parade, SAN REMO, Vic 3925

Westvic Staffing Solutions Apprentice/Trainee Consultant: Katherine Cousins M 0473 567 699

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 consumers
- Wear the workplace 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

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 hours per week, on a rotating roster, which includes weekends and public holidays
- **Award / Agreement:** Hospitality National Training Wage Level A/ Hospitality Industry (General) Award 2010
- **Superannuation:** 10%
- **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: **TBA**

Employee Signature: _____ Date ____/____/____

HOST EMPLOYER:

Host Employer Name: **Daniel Mock**

Host Employer Signature: _____ Date ____/____/____

WESTVIC STAFFING SOLUTIONS:

Westvic Staffing Solutions Representative Name: **Katherine Cousins**

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