



Position Description

Job Title: Apprentice Chef	Hours of Work: Full - Time
Faculty/Department: Catering	Remuneration Classification: School Operational Services
Reports To Catering Manager, Head Chef and ultimately the Principal	

Vision & Mission

Vision

To develop aspiring young people with confidence and character.

Mission

To empower young people through academic and personal growth to thrive in their future.

Values

Empower

Take initiative and risks in the delivery of role and responsibilities. Consistently question and evolve practice through reflection, feedback and professional learning.

Academic Growth

Strive for continuous professional improvement through an external lens using data to inform and improve practice and take responsibility for own growth.

Personal Growth

Broaden experiences, acknowledge strengths and weaknesses and actively embrace growth opportunities every day.

Thrive

Invest in passions and approach the future with optimism, collaborating and learning with staff and students across the School.

Child Safety

All staff at Toorak College are expected to take an active role and are well informed of their obligations in relation to Child Safety. The Toorak College Commitment to Child Safety Statement is incorporated in the Toorak College staff employment cycle from recruitment and reference checking to induction, 3 and 6 month probationary review processes and regular staff training and professional development. Employment with Toorak College is subject to school policies including the Child Safety Policy and Code of Conduct.

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Toorak College Statement of Commitment to Child Safety:

Toorak College is committed to providing and promoting a child safe and child friendly environment which protects children from abuse. Toorak College has zero tolerance for child abuse and has developed policies and procedures to:

- Empower children to actively express their views and encourage staff to listen and act upon any concerns raised by children in line with the School's policies and procedures.
- Provide an environment that is committed to promoting the physical, emotional and cultural safety for all children.
- Explain acceptable and unacceptable behaviour to staff, volunteers and children.

Child protection is a shared responsibility between Toorak College, all employees, contractors, volunteers, associates and members of the School community.

Toorak College supports and respects all children, young people, staff and parents. We are committed to the continual development of inclusive practices.

Organisational Environment

Toorak College is an Independent Day and Boarding School for girls Years 5 to 12 and Co-educational ELC to Year 4. The School is committed to providing a supportive and stimulating environment in which all students are able to develop fully their personal, social and academic potential. Toorak College is located on the Mornington Peninsula in Mount Eliza, approximately 40km south of the Melbourne CBD and is well serviced by public transport in the form of buses and a major metropolitan rail connection to nearby Frankston.

Philosophy

All employees at Toorak College are expected to be:

- Supportive of the Philosophy of the School
- Contributors to a caring and supportive community
- Focused on the needs of the school's clients
- Facilitators of positive and productive community relationships
- Active participants in the professional learning community
- Focused on developing a culture of excellence
- Committed to supporting the holistic education of students
- Continuously improving their skills and knowledge base



Policies

It is a condition of employment that all employees make themselves aware of and comply with all policies and practices of Toorak College. The School's policies are available on iVE, the School's Intranet and may vary from time to time.

Position Objectives

The primary responsibility of the Apprentice Chef will be to assist in the provision of food and beverage services to the following key areas:

- Boarding House, students and staff. Inclusive of breakfast, morning tea, lunch, afternoon tea and dinner.
- Café Pavilion. The school canteen services all staff, students and parents of Toorak College.
- Internal catering for school events and meetings.
- External catering. Utilising both internal and external venues for private events.

This hands-on role demands delivery of a high-level catering service to all clients.

Key Accountabilities

Boarding House

- Assisting with prep and service of boarder's breakfast, brunch and dinner.
- Inventory and management of Boarders pantry.
- Assist with the preparation and service of boarder's lunches as required.

Internal and External Catering

- Preparation and service of internal and external functions as by the Head Chef and/or Catering Manager.

Café Pavilion

- Food preparation as required.

Other duties

- Comply with all Safe Food Handling and Cleaning procedures.
- Maintain a neat and clean workstation at all times.
- Food preparation and mise en place as per chef's instructions.
- Maintain, rotate and manage supplies to all areas serviced.
- Follow and maintain all food safety & cleaning procedures.
- Maintain stock control, rotation and inventory.



- Contribute to the maintenance of a healthy work and learning environment that is respectful, safe and supportive of all students and the whole school community.
- Advocate for and protect the rights and safety of children and young people.
- Any other duties as requested by the Principal.

Occupational Health & Safety

- Be familiar with emergency and evacuation procedures.
- Observe safe work practices in accordance with the School's Policies and Procedures.
- Identify and report hazards or potential hazards to the Property Manager.
- Provide a safe environment for students.
- Liaise with Health Services as required.

Professional Development

Attend professional development activities when required and proactively seek relevant, innovative and effective professional development opportunities.

Key Functional Relationships

The apprentice chef will work closely with the following:

- Head Chef
- Catering Manager

Skills Required

- Well-developed knowledge of food preparation and service with an emphasis on Asian cuisine, baking and nutritional catering for students.
- A solid understanding of kitchen processes including monitoring of stock, food safety, OH&S, and hygiene.
- Ability to work within a large team of diverse people, supporting each other for the benefit of the department.
- Ability to communicate clearly and effectively.
- Excellent focus on customer service and quality.
- Ability to understand and follow all school and department policies and procedures.
- Must be self-motivated, organized and able to work within a fast-paced environment.
- A high level of physical fitness is required.
- Minimum 6 months experience working in a commercial kitchen.



Qualifications

- Currently enrolled in an accredited Apprenticeship program
- Current and valid Working with Children Check
- Current Australian driver's license
- Safe Food Handling certificate