



Role Title:	Head Chef	Reports to:	Business Manager
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Primary Location:	Kalimna West	Employment Type:	Fixed Term 2 years
Salary Range:	\$65,000-75,000	People Leader:	Yes
Award:	Restaurant Industry Award	Job Level:	Crew Leader/Coordinator
Hours	Full Time	Vehicle	No

Role Purpose:

You will be an experienced and qualified Head Chef, and an innovative thinker, able to organise the activities of the GLaWAC Kitchen. You will be the first in command, oversee the operation of our GLaWAC restaurant and coordinate a small team of assistants. You will be responsible from conception to execution, create menu items and determine food inventory needs and help grow the café business. You will support, coach and mentor the café staff.

Role Accountabilities

Develop and manage the Program of Work	<ul style="list-style-type: none"> Develop a Project Plan/ Program of Work to capture all activities and responsibilities / accountabilities, budgets, and resources to ensure the projects deliver the required outcomes for GLaWAC aligned to the business requirements. This will include, but is not limited to; training, procedures, on the job expectations and workplans. Develop, implement and maintain food safety plan. Undertake tracking and financial reporting – provide regular progress reports against planned activities and expenditure against allocated budgets
Team Leadership	<ul style="list-style-type: none"> Build and manage a high performing team by creating and maintaining a positive work environment Hands on coaching and development of team to build capability and confidence Invest time with each individual team member to instil best practice behaviours Manage the performance of the team through regular performance coaching conversations
Manage Project Delivery	<ul style="list-style-type: none"> Control and direct the food preparation process and any other relative activities Construct menus with new or existing culinary creations ensuring the variety and quality of the servings Approve and “polish” dishes before they reach the customer Plan orders of equipment or ingredients according to identified shortages Arrange for repairs when necessary Remedy any problems or defects Be fully in charge of hiring, managing and training kitchen staff Oversee the work of subordinates Estimate staff’s workload and compensations Maintain records of payroll and attendance Foster a climate of cooperation and respect between co-workers
Financial Management & Budgets	<p>In partnership with the COO and Business Manager;</p> <ul style="list-style-type: none"> Contribute to the development of budgets for the kitchen Financial Management of the Kitchen function Ensure requirements of current contract engagements are met
Reporting	<ul style="list-style-type: none"> Manage required reporting and administration tasks Maintain a training report and ensure licences and accreditations are renewed where



	<p>appropriate</p> <ul style="list-style-type: none"> • Provide accurate and up to date reports to the COO and Business Manager for CEO and Board reporting
Stakeholder Management	<ul style="list-style-type: none"> • Foster positive working relationships with appropriate training providers and local employers and community organisations • Participate in the provision of aboriginal employment • Create and maintain strong relationships with key internal and external stakeholders to support and deliver the program of work • In consultation with relevant Line Manager and the HR Manager, establish the work priorities for trainees and other “employees” as part of the employment development programs
OH&S	<ul style="list-style-type: none"> • Comply with nutrition and sanitation regulations and safety standards • Undertake all work and use of plant and equipment in a safe responsible manner using the correct safety practices to comply with relevant OHS legislation and company policy • Action all ticket requests for equipment in a timely manner, prioritising urgent requests • Ensure all crew complete necessary OH&S training to comply with legislation and GLaWAC OH&S policies and procedures
Continuous Improvement	<ul style="list-style-type: none"> • Develop and review strategies for enhancement and success of the program, this can include; identifying barriers to entry/participation, keeping abreast of current trends and apply these to future programs
Marketing and Promotion	<ul style="list-style-type: none"> • Liaise with relevant funding bodies to maintain a coordinated and informed approach to the provision of aboriginal employees • Market the program to staff and external agencies within the Gippsland region • Actively promote and publicise the activities of the kitchen

Specific Role Competencies

Essential	<ul style="list-style-type: none"> • Proven experience as a Head Chef • Exceptional proven ability of kitchen management • Experience in supervising a team • Outstanding communication and leadership skills • Safe Food Handling • All required credentials in health and safety training • Demonstrated ability in cash control • Current Australian manual driver’s licence
Highly Desirable	<ul style="list-style-type: none"> • Culinary Qualification • Bush Tucker capabilities • Food safety Supervisor Certificate • Intermediate computer skills • Training IV Training and Assessment • Knowledge of Gunaikurnai culture, values, aspirations and customs and experience working with the Gunaikurnai people, community and key organisations and stakeholder groups • Experience working with Aboriginal people, including a demonstrated ability to communicate and engage sensitively and effectively with Traditional Owner led communities and organisations, knowledge of the social and cultural issues they experience along with a genuine appreciation and respect for their culture • Interpersonal skills to effectively engage with community, agency partners and stakeholders



Core Leadership Capabilities

CAPABILITY	BEHAVIOUR
Business Acumen	<ul style="list-style-type: none"> • Understands GLaWAC, what we do and don't do and the role in the community • Considers the commercial impacts for GLaWAC when making decisions • Can articulate the business issues that impact their team • Looks for opportunities to grow the GLaWAC business • Shares knowledge of business with team and peers • Looks outside their own area/department to understand the business and commercial issues that may affect them
Strategic Leadership	<ul style="list-style-type: none"> • Understands GLaWAC's strategic vision and annual business objectives • Effectively communicates the vision and strategy with team members to ensure they understand how they apply to them
Collaboration & Stakeholder Management	<ul style="list-style-type: none"> • Works collaboratively with peers and other teams • Builds and maintains relationships with peers and has superior relationship building
Communication	<ul style="list-style-type: none"> • Listens to the points of view of others and respects what they have to say and do • Communicates effectively and persuasively with all staff and individuals (both written and verbal). • Thinks on their feet to present concepts and solutions • Develops strategic communication/ engagement plans/ reports • Effectively manages conflicts
Delivery Focus	<ul style="list-style-type: none"> • Consistently delivers timely and quality outcomes and encourages the team to do the same • Provides coaching and guidance to team members to ensure they know what they need to deliver (what and by when) • Is solutions focused and empowers people to resolve issues • Takes responsibility for team performance and does not make excuses • Demonstrates the resilience to keep moving forward when faced with business challenges
Develops Others	<ul style="list-style-type: none"> • Places a priority on building and developing the team and provides clarity on roles and responsibilities and links to business outcomes • Leads by example – encourages and supports their team to achieve their best • Helps others to learn and develop, recognises, rewards and celebrates success • Role models the GLaWAC values and encourages the team to do the same • Exemplifies inclusive leadership • Ensures the team has the right skills, capabilities and "tools" to deliver on their objectives
Manages Self	<ul style="list-style-type: none"> • Is self aware; knows personal strengths, weaknesses, opportunities and limits • Is cool under pressure, does not become defensive • Is open to and seeks feedback • Learns from mistakes

Mandatory Licence and Checks

- Mandatory Zero tolerance Drug and Alcohol Testing (Policy Agreement).
- Current Victorian Manual Driver's Licence.
- Police check

Key Relationships

Internal

- COO
- Policy & Program Manager
- HR Manager
- Business Manager
- All Leaders
- Board of Directors

External

- Strategic Partners
- Government Agencies
- Suppliers
- Customers
- Community