

INFORMATION PACKAGE

Apprentice Chef

Information for Applicants:

Applicants must address the enclosed Key Selection Criteria

Applications should include a detailed resume addressing the enclosed Key Selection Criteria. Additionally, the names and contact numbers of at least two (2) recent referees, that are work related, should be nominated. These referees may be contacted without further reference to the applicant.

It is part of the consciousness at Ballina RSL Club Limited (the Club) to promote and encourage Occupational Health and Safety. Commitment to a safe and healthy work environment is achieved through the promotion and development of safer and healthier work practices and conditions involving each and every staff member participating on a voluntary basis. In this respect employees are responsible and accountable, at least to the extent of their duties as prescribed by the Occupational Health and Safety Act 2000.

All successful appointees will be expected to demonstrate the same level of occupational health and safety consciousness, and support and contribute towards risk management initiatives developed at the Club.

Failure to co-operate and respond to the above, may result in termination of employment.

The Club also has a policy of active involvement in the effective return to work of injured or occupationally unwell employees to ensure a speedy recovery and safe return to active employment.

Conditions of employment are in accordance with the Club Employees State Award and other Industrial Agreements, plus Clubs policies and procedures.

A Pre-Placement Health Assessment shall be conducted prior to any offer of appointment. The Club promotes equal opportunity in the workplace.

A three month probation period applies to all successful appointees, your work performance will be assessed prior to expiration of your probation period, this assessment will be the basis for employment beyond the probation period.

With all Apprentices, at the completion of their apprenticeship, apprentices are encouraged to broaden their vocational experience by seeking work experiences within different environments. In promotion of this initiative, the Club does not guarantee further employment at the completion of your apprenticeship.

Apprentice Chef

KEY SELECTION CRITERIA

NOTE: In your application you must address each of the following Key Selection Criteria individually.

- Demonstrated recent experience within the hospitality industry, in this vocation.
- Demonstrated recent experience utilising your strong customer service skills.
- Demonstrated recent experience in being able to work as a team member.
- Current class C Drivers Licence

POSITION PROFILE

Title: Apprentice Chef

Reports to: Executive Chef, or in his absence, Duty Chef and/or Duty Supervisor.

Award – Club Employees (State) Award

Wage classification – Relevant year apprentice

Organisational Relationships:

Working within Clubs catering section, which will involve working in any of the Clubs catering operations at its River Street premises, or at the Club's Canal Road premises.

Position Objectives:

Provide and ensure the highest standard of service to all Club patrons and staff by performing duties in a highly efficient, effective and professional manner, while adhering to all Club rules, policies and procedures.

Clients (Customers) to be serviced:

Internal

- All fellow employees who work within catering.
- Other employees who rely upon you do discharge your duties in a safe and timely manner .

External

- Members, their guests and visitors who utilise the Clubs catering facilities.

Requirements of the Position and Operational Responsibilities.

Accountability:

The Apprentice Chef is accountable for his / her decisions and actions that impact on internal and external customers and the manner in which job description functions are discharged. Guidance will be through the trade qualified Chefs.

A) Responsible for basic food preparation by:

- 1) Demonstrating knife techniques such as chopping, cutting, slicing, dicing and trimming
- 2) Performing peeling, beating/whipping, rinsing and straining etc duties

B) Responsible for foodstuff preparation by:

- 1) Preparing salads, garnishes, coating and batters according to daily requirements

C) Responsible for providing food service to patrons by:

- 2) Serving patrons politely and efficiently from bain marie according to club procedures

- 3) Serving patrons politely and efficiently from the dessert counter according to catering procedures
 - 4) Accurately taking and processing orders from order section
 - 5) Assisting with the setting up and service of buffet tables
- D) Responsible for assisting chefs in commencement procedures by:
- 6) Being aware of safety procedures and operation of major equipment e.g; fryers, bain marie, fridges etc
- E) Responsible for ensuring the cleanliness of kitchen equipment and utensils by:
- 7) Assisting kitchen-hands in the performance of their duties as required
 - 8) Cleaning dishwasher after use according to kitchen procedures
 - 9) Utilising and rotating stock as required
 - 10) Adhering to bistro procedures for maintaining cool room/dry store
- F) Responsible for assisting in the cleanliness of the kitchen area by:
- 11) Disposing of all rubbish according to kitchen procedures
 - 12) Washing down floor area
- G) Responsible for assisting in the receiving and sorting of goods by:
- 13) Checking and receipting delivery
 - 14) Storing goods according to correct procedures
- H) Responsible for regular and punctual attendance at technical college to enhance on-the-job skills
- I) Any other duties as requested by management

Profile agreed to by applicant.....

Date...../...../.....