

CULINARY ARTS

Position Description

Position Title	Chef de Partie
Directorate	Culinary Arts
Reports to	Manager, Food and Beverage Operations
Direct Reports	Nil
Classification	Single Enterprise Agreement 2015 – Level 4, F&B Stream Local Government Industry Award - Level 4
Date	October 2022

HOTA

Our work is carried out in line with our HOTA Values of Art, Citizenship, Curiosity, Integrity and Generosity.

At HOTA:

- We are creative thinkers and collaborators who are inspired by change and working in a diverse precinct environment.
- We are passionate about art and driven by the opportunity to educate, raise awareness and tell stories.
- We are dynamic, caring and curious with a commitment to excellence, experience and innovation.
- We display strong interpersonal and communication skills to engage and build communities.

Every person at HOTA is individually accountable for meeting health and safety obligations. These obligations are set out in the WHS Roles and Responsibilities Procedure and will be covered in an online learning module.

The Team

The Culinary Arts team are responsible for ensuring the success of the Precinct Food and Beverage offering across its many and varied food outlets, functions and programmed events in the HOTA Precinct.

The Position

As the Chef de Partie you will take pride in providing the highest quality customer service to the patrons of HOTA. Working closely with the Sous Chef, you will be responsible for ensuring the day-to-day requirements, in the successful running of the kitchen areas are met, on a timely basis and in accordance with all health and safety requirements.

Position Responsibilities

Duties include, but are not limited to:

- Managing the day-to-day operations of the kitchen with the Sous Chef
- Managing budgeted KPI's
- Development and costing of menus for kitchen operations and functions
- Ensure a safe work environment
- Stock control
- Ensure all requirements in relation to hygiene and cleanliness are adhered to
- Other duties as requested commensurate with the level of the position
- As directed by the Executive Chef undertake other related duties within the scope of this position

The HOTA Gallery is a 7-day operation and there will be a requirement to work evenings, public holidays, and weekends in this role.

Work Health and Safety

Every person at HOTA is individually accountable for meeting health and safety obligations. These obligations are set out in the WHS Roles and Responsibilities Procedure.

1. Ensure all work is carried out in accordance with the obligations detailed in the Workplace Health & Safety Act & Regulations.
2. In accordance with Home of the Arts' Workplace Health and Safety standards an Employee must ensure that they do not place themselves or others at risk of injury or illness. These obligations will be met by:
 - Adhering to WH&S obligations and adopt sound work practices.
 - Following all safe working procedures and practices designed for the work.
 - Eliminating, reporting, or advising their supervisor to avoid, eliminate or minimise potential hazards when they become aware of a potentially hazardous work-related condition or practice.
 - Ensuring that instructions to protect their health and safety are followed and all personal protective equipment provided is used and maintained; and
 - When requested assist the supervisor and other workers in the risk assessment of workplace hazards.

Physical Requirements

- Bending
- Twisting
- Squatting
- Reaching
- Grip
- Fine Motor
- Standing
- Walking
- Lifting (5 – 10kg)
- Carrying
- Push / Pull movements
- Stooping

Qualifications and Experience

Essential:

- Demonstrate practical experience as a Chef de Partie or in a comparable role for a minimum of 2 years
- Trade Certificate
- Good understanding of food safety standards and legislation
- Training in hygiene practices for food safety
- Good understanding work health and safety, incident and risk management.
- Experience working safely with kitchen equipment
- Experience working safely with dangerous equipment such as knives
- Awareness of safe manual handling techniques
- Excellent leadership and interpersonal skills
- Effective verbal and written communication skills
- Extensive knowledge and understanding of relevant Queensland Acts and Regulations and Work Health and Safety
- Time management and creativity skills
- Team player qualities
- Positive and approachable manner
- Ability to perform all Physical Requirements of the position
- Ability to work shifts including nights, weekends, and public holidays

Desirable:

- Current First Aid and CPR
- Sound HACCP knowledge

Signatures

Employee	I have read and understand this explanation and job description. Signature: _____ Date: _____
Manager	Signature: _____ Date: _____