



Position Description

Job Title: Homeground Chef
Department: Roundhouse@UNSW
Reports to: Food & Beverage Manager

PRIMARY OBJECTIVE

The position of the Homeground Chef is accountable for the management of The HomegroundKitchen. From this kitchen Homeground runs a cafe predominantly for our 50,000 students on UNSW campus. The kitchen also caters for many functions/events for our students/faculty and commercial clients.

This role is responsible for the food preparation and administration of the kitchen and other catering opportunities in order to maximising sales. The role also encompasses coordinating and developing function menus that deliver quality produce to our clients, that are on trend and provide professional cuisine to our patrons.

The position is responsible for a team of Food Outlet Casuals to deliver high quality fast food in a fast-paced environment, budget management, ordering stock, processing invoices in a inventory stock system, event logistics and promotions, training staff, and liaising with suppliers and stakeholders for smooth trade.

ORGANISATIONAL CONTEXT

Arc @ UNSW is an incorporated company limited by guarantee governed by a Board of Directors of 15 people. Arc is a voluntary student membership organisation that provides recreational, cultural, representational and retail services to the students of the University of New South Wales (UNSW). The organisation operates as a commercial entity to maintain financial viability and to provide student services and programs for members.

Arc @ UNSW directly employs approximately 60 staff on a permanent basis and approximately 200 casual employees. The organisation also utilises the time and resources of a large number of student volunteers to administer programs and events. Day to day management of the organisation is performed by the CEO who reports to the Arc Board. The CEO is supported by the Executive team accountable for operations of the organisation at both campuses.

Venue & Events manages the operations of the on-campus venue the Roundhouse and Homeground Café. The Venue & Events division also has commercial obligations. The Venue & Events division is committed to offering students the best possible student experience, yet finding a balance by offering a high level of service to commercial clients.

Duties and responsibilities:

- Ensuring a high quality standard of food is prepared and maintained in accordance with health and safety regulations.
- Have a complete understanding of Food Safety legislative requirements and manage Food Safety in accordance with these requirements. Must hold valid 'Food Safety Supervisor' accreditation.
- Responsible for the efficient and accurate administration of stock control, which ensures that budgeted food costs are met.
- Ensuring correct training and setting of tasks for all kitchen staff.
- Responsible for allocation of duties, rostering, method and equipment training and supervision of all staff working in the kitchen in line with budget.
- Ensuring catering is prepared according to standard recipes and pre planned menus
- Ensuring appropriate methods and equipment are employed to produce maximum yield from food and the least amount of waste.
- Introducing new, creative and interesting menus in consultation with the Food & Beverage Manager to best serve our patrons (students, and corporate) requirements and budget sales expectations.
- Responsible for menu planning and costing, setting standard recipes and checking quality and quantity of goods delivered.
- Ensuring proper storage of foodstuffs and stock rotation is carried out
- Responsible for carrying out stocktake of kitchen stock on a weekly/monthly basis.
- Ordering of all goods to best meet the requirements of the day to day running of the Homeground and all function operations from approved suppliers.
- Ensuring all kitchen areas are maintained in a clean, tidy and safe manner, particularly the cool room, bench fridges and freezer, ovens, and preparation areas.
- Managing and monitoring appropriate WHS procedures in area of responsibility for all staff in accordance with Homeground risk management procedures and plan.
- Such other duties, within the nature and scope of the position, as may be required from time to time
- Ability to identify, prioritise and implement cost effective solutions, respecting Arc's status as a not-for-profit organisation
- Capacity to develop and implement sales strategies to drive revenue, in particular around event catering.

Working relationships:

- Food & Beverage Manager
- Bar Manager
- all casual F&B staff.
- Head of Venue & Events
- Arc Staff & Student Clubs
- Faculty Staff
- External Clients as required

Selection Requirements:

- Current FSS - Food Safety Supervisors Certificate
- Demonstrated ability to manage a commercial kitchen
- Knowledge of current food trends, innovation and best practice
- Menu planning and costing experience

- Budgeting and kitchen cost control experience
- Good computer knowledge, in particular stock/inventory control software systems