

POSITION DESCRIPTION

1. POSITION TITLE Chef	2. POSITION LOCATION/S Hunter Street, Newcastle	3. DIRECT MANAGER Head Chef
4. SERVICE AREA CatholicCare Social Enterprise	5. CLASSIFICATION Level 4 grade 3	6. POSITION STATUS Permanent Full Time

7. POSITION SUMMARY

CatholicCare Cafe is a social enterprise café owned and operated by CatholicCare Social Services Hunter Manning.

Social enterprises are a business that trade to intentionally tackle social problems, improve communities and provide people access to employment and training. CatholicCare Cafe operates Monday to Friday as well as hosting functions and conferences which operate some evenings.

CatholicCare Cafe will be staffed by a professional chef and will employ vulnerable young people aged 15 and above as well as refugee's and asylum seekers who will enter into a paid traineeship and receive on the job training in all areas of hospitality whilst completing a certificate I, II and III in hospitality and or kitchen operations. Once qualified and trained, the trainees will be supported to find employment in the open market and a new cohort of trainees will enter the program.

The Chef will prepare high quality and high volume food in a timely manner and in accordance with Food Safety Standards.

The Chef will support the Head Chef, or as requested work autonomously to prepare and design the café menus and function menus, taking into account the profitability and efficiency of each dish.

Along with direct food preparation, the Chef will support the head chef to order and purchase supplies and take stock inventories.

The Chef will support the Head Chef to ensure all staff comply with regulations and safety standards.

The Chef will run the Café in the absence of the Head Chef and will work in collaboration with the Head Chef, to achieve the overarching goals and strategic direction of the Social Enterprise Café.

While the Chef is expected to be present during café operation hours, their work schedule is not strictly determined by those hours.

8. PERSONAL ATTRIBUTES / SELECTION CRITERIA

Essential

- A commitment to the Vision, Mission and Values of our organisation and active engagement in organisational events.
- Demonstrated experience working as a Chef in venues which deliver consistently high-quality high volume food in a timely manner and in accordance with food safety standards.
- Excellent communication skills and interpersonal skills with the ability to engage and display patience and empathy towards the needs of people from vulnerable backgrounds.
- Demonstrated computer literacy with strong administration skills and time management skills.
- Demonstrated experience in ensuring safe food handling procedures are followed and a high level of cleanliness and hygiene of food preparation areas is maintained.
- Ability and willingness to collaborate with the Head Chef and the Program Manager to align kitchen operations with the overarching goals of the social enterprise.
- Flexibility and commitment to working after hours, weekends and public holidays.

9. QUALIFICATIONS/LICENCES

- Certificate III, IV or Diploma in Commercial Cookery or relevant qualification.
- Experience in a similar fast-paced environment which produces high volume food.
- NSW Driver Licence.
- A current Working With Children Check for paid employment or willingness to obtain.
- NSW Food Safety Supervisor Course or willingness to obtain.
- Cert IV Trainer and Assessor or willingness to obtain.
- Ability to work in Australia.

DESIRED

- Previous experience training and mentoring young people and working with people from a vulnerable background.
- An understanding of culturally aware work practices.

10. ORGANISATIONAL ENVIRONMENT

CatholicCare Social Services Hunter-Manning is a not-for-profit organisation and a mission and outreach agency of the Catholic Diocese of Maitland-Newcastle. Our services include a range of child and family services, youth services, community services, refugee service, mental health and Permanency Support Programs. All staff are required to work within the ethos of the Catholic Church.

11. MISSION – VISION- VALUES

Our Mission

CatholicCare Hunter Manning listens and responds by working together with communities to build a stronger, fairer and kinder society that values children, young people, families and individuals. Through Christ's mission we seek to provide opportunities for people to 'have life and have it to the full'.

Our Vision

For inclusive, just and strong communities. We nurture, respect and encourage strong relationships where the individuality and strengths of each person are respected, valued and celebrated.

Our Values

Respect – We show consideration for ourselves and others, whilst recognising each other's differences
Justice – We believe in, actively seek and encourage, equality for all

Connection – We are committed to developing and enhancing meaningful relationships with, and between, our communities including agencies of the Catholic Diocese of Maitland-Newcastle, funding bodies and like-minded organisations that uphold a commitment to assisting the vulnerable.

Collaboration - We encourage teamwork that achieves tangible outcomes through open communication, lateral thinking and positive reinforcement

Innovation – We anticipate change and proactively ensure our service delivery is at the forefront of industry standards.

12. PERFORMANCE

Key Performance Area	Key Tasks	Performance Indicators
Operate a safe and profitable café environment	<ul style="list-style-type: none"> Support the Head Chef to plan, design and cost menus, budget and stock control. Support the Head Chef to ensure the café runs smoothly and food preparation is in accordance with food safety regulations. Monitoring and promoting a safe and healthy workplace with excellent food safety practices and compliance with OH&S. Other duties within the scope of the position that may be assigned from time to time. Timeliness and customer service quality. 	<ul style="list-style-type: none"> The day to day operations of the kitchen is running smoothly, and in accordance with budgets. Compliance with food safety standards.
Mentoring and leadership of café staff	<ul style="list-style-type: none"> Support the Head Chef and Sous Chef to train and mentor kitchen staff. 	<ul style="list-style-type: none"> Staff are appropriately trained and prepare food in line with standards.
General	<ul style="list-style-type: none"> Abide by all CatholicCare and Diocesan policies and procedures. Mandatory reporting legislation and Diocesan Child Protection Policy and guidelines are adhered to. Participate in organisational events, development and strategic planning activities. Participate in internal and external meetings in a manner which contributes to the positive development of the program. Provide information on program services and community supports as required. 	<ul style="list-style-type: none"> Interpersonal communications and professional behaviour reflect organisational expectations as per the Code of Conduct. Information is provided to relevant bodies regarding children at risk in a timely manner. Relevant meetings and events attended. Staff member practices a positive working relationship with colleagues. WHS best practice is promoted in the workplace. Evidence of development of professional practice. WHS is well managed.

		<ul style="list-style-type: none"> Other duties are performed in a satisfactory manner.
--	--	--

13. KEY RELATIONSHIPS & COMMUNICATIONS

RELATIONSHIP	PURPOSE & FREQUENCY
1. Manager – Social Enterprises	<ul style="list-style-type: none"> Daily and as required in the day to day operations of the kitchen staff training and support, financial and stock control.
2. Head Chef	<ul style="list-style-type: none"> Daily and as required in the day to day operations of the kitchen staff training and support, financial and stock control
3. Staff	<ul style="list-style-type: none"> Training, development and mentoring of staff. Allocation of work and rosters.
4. Suppliers	<ul style="list-style-type: none"> As required to meet operational needs
5. Community (Customers)	<ul style="list-style-type: none"> Daily

14. SIGNIFICANT CHALLENGES

What?	Why?
1. Working with people from vulnerable backgrounds.	<ul style="list-style-type: none"> Training and development of individuals in a comprehensive and supportive manner
2. Café Viability	<ul style="list-style-type: none"> Ability to run a profitable cafe
3. Ensuring that quality food is prepared and delivered in accordance with standards	<ul style="list-style-type: none"> Reputation of cafe and health and safety of staff

15. EMPLOYMENT CONDITIONS

All CatholicCare employees are required to participate in performance management, in accordance with our policies and procedures.

In line with our values, all CatholicCare employees are offered appropriate education and development opportunities, some of which may require compulsory attendance.

16. LEGISLATION & CATHOLIC CARE POLICY

Occupants must:

- Abide by the laws of the Commonwealth of Australia and NSW and the policies of CatholicCare. Any criminal or civil action taken against the occupant must be reported immediately to the Director/HR Manager
- Have a current NSW Driver Licence

- Take reasonable action to familiarise himself / herself with CatholicCare policies and procedures, and compliance with WH&S laws and regulations
- Not take advantage of their role in CatholicCare for personal gain
- Take responsibility for their personal safety and the wellbeing of other employees, clients, contractors and other visitors to CatholicCare
- Only make decisions within their delegated responsibilities

17. EXPECTED EMPLOYEE BEHAVIOUR

Employees must:

- Display a commitment to the Mission, Vision & Values of CatholicCare
- Display respect for themselves and their colleagues
- Have a commitment to teamwork and contribute to the team and organisational performance by seeking ways to continually improve
- Deal with residents/People We Support in line with relevant legislation
- Attend staff meetings and compulsory education when required
- Maintain confidentiality and exercise discretion in relation to all CatholicCare matters and personal information concerning colleagues and residents / People We Support

P.D Last Reviewed: May 2023

Next Review is due on: May 2024