

Vandeleur Walled Garden Visitor Experience

Title of Post – Chef

Job Description

March 2023

This Job Description details the day to day established activities of the Chef, as the role has developed since the establishment of the position.

Reporting to Head of Operations / Operations Manager

Main Tasks, Duties & Responsibilities:

- Work within the overall policies and procedures of Vandeleur Walled Gardens, including the Health and Safety Policy and HACCP.
- Manages and directs the culinary operation including main cafe and events.
- Manages the functioning of all cafe employees, facilities, costs and contributes to the maximisation of Food and Beverage profit.
- Controls and analyses on an on-going basis:
 - Quality levels of production and presentation
 - Visitor satisfaction
 - Cleanliness, sanitation, hygiene
- Responsible for the production, preparation and presentation of all food items, ensuring highest quality at all times.
- Meets with the Head of Operations and or the Operations Manager on a regular basis to determine objectives.
- Preparation of fortnightly rosters.
- Assists in planning budgeted operational expenditures to provide operating supplies, services and requirements necessary to meet established standards.
- Keeps an up-to-date standard recipe file for all food items to include:
 - Sales history
 - Sales mix
 - Actual costs
 - Potential costs
 - Par stock
 - Production time
- Provides required tools, equipment, and support to all employees for the smooth execution of service delivery.
- Monitors and maintains service delivered according to the Policies and Procedures Manual.
- Work with the team to identify healthy and nutritious meal options.
- Ensuring all HACCP regulations are compiled with, including the accurate and correct recording of storage, cooking temperatures, date recording etc.

- Ensure kitchen area, kitchen equipment, utensils and storage areas are maintained to a high level of cleanliness in accordance with HACCP food handling guidelines.
- Follow recipes to ensure consistency, ensure good time management when all element of a meal is required to be completed simultaneously.
- Ensure staff have required training.
- Knowledge of commercial kitchen equipment such as meat slicers, combi ovens etc.
- Provide excellent customer service to all customers internal and external of Vandeleur Walled Gardens
- Follow all Health and Safety regulation as per Health & Safety Statement
- Assist with Health and Safety precautions for visitors.
- Ensure wastage is minimised by careful supervision of food preparation methods.
- To perform any other reasonable duties as directed by Management.

Requirements/Essential Skills and Attributes

- A good command of the English language is required.
- Previous experience (at least 3 years) of food preparation in a busy kitchen or restaurant environment.
- A good understanding of cost control, food hygiene and HACCP regulations.
- Ability to demonstrate a high level of teamwork & motivation skills.
- Excellent customer services skills.
- Proven organisational skills & experience in multi-tasking.

Desirable Experience

- Experience working in a Cafe or in a restaurant of a similar Tourist Attraction
- Familiarity with any or all of the following would be an advantage:
 - Certificate in food safety and culinary skills
 - First Aid
 - Training in customer service skills

Additional Information

- Applicants should have a full, clean driving licence.
- The duties will primarily be performed onsite at the Vandeleur Walled Gardens, or any other place of business as designated by Management, during operating hours of the centre. Occasional work off site may be required.
- The post will be operational on seven days a week basis according to a fortnightly published roster in advance with extended hours at certain times according to seasonal business requirements. Minimum requirement will be 5 day per week roster. Hours of operation will vary seasonally.