



OzHarvest | Job Description

Your Position Title:	Chef
Your Department:	NSW Kitchen Team
You'll Report to:	Executive Chef
Classification :	Casual
Date :	October 2020

Your Key Relationships

You'll be part of the collaborative OzHarvest team, which includes our Executive Chef, Chefs and volunteers

You'll also work with external stake holders including support chefs.

What we're about

Our purpose is to Nourish our Country. Through food rescue, education, community engagement and innovation. As an organisation we are connected by four key values:

Connected by a cause: We are a magnet for magnificent people, connected by a common purpose. This mission of ours is contagious. It will take all of us, every day, every way. Our cause comes to life with every single one of us.

Nourish & Grow: We're creating a culture of giving. When we grow ourselves, we grow each other and nourish others. When we nourish others, we ourselves grow. Not just in times of vulnerability, but as we thrive.

Boldly Courageous: We speak and act boldly for the change that needs to happen. We embrace every challenge with optimism, dignity and respect.

With Gratitude: We are grateful. Always. To each other. To the people we serve. To the people who give so generously. For the work we do, and the work to be done.

About the role

The primary role of Chef is responsible for producing food in the OzHarvest kitchen, in addition to packing and kitchen hand responsibilities.

The role will specifically focus on preparing meals, and minor focus on packaging and kitchen hand duties. This work is new and will supplement OzHarvest's existing food rescue operations, in response to the changing community and charity landscape due to the impact of COVID-19.

Your Responsibilities

- Meal preparation
- Manage cold storage areas for cleanliness and stock levels
- Manage allocation of ingredients for OzHarvest meals
- Clean up all workstations and kitchen areas during and at the end of each day
- Packaging and labelling meals



- Maintaining kitchen stock, store and applications
- Other duties as required from time to time

Your Key Performance Indicators

- Successful production of OzHarvest meals for agency distribution
- Kitchen production runs smoothly and efficiently
- Kitchen stock, store and applications are well maintained and managed

Personal Specifications

Qualifications and Experience

- Certificate 3 in hospitality
- 5 years of full-time experience inclusive of approved professional cookery training
- Previously employed as a working chef, Chef De Partie, Station Cook/Chef or Restaurant Cook/Chef
- Recipe writing and editing
- Manual handling course
- Current First Aid Certificate
- Food Safety Handling trained and understanding of OzHarvest Safe Food Handling Policy
- Valid and current Police Check and WWCC Check

Personal Abilities and Aptitudes

- Strong communication skills and the ability to build relationships with internal staff members
- Excellent attention to detail
- A collaborative and positive team member who works well with all colleagues
- A strong commitment and enthusiasm toward the purpose of OzHarvest
- An energetic, positive and proactive approach to life
- Ability to work autonomously or part of a dedicated team

Employee Acknowledgement

I acknowledge that I have read and understand the above Job Description and agree to carry out all duties as described to the performance standards required, adhering to the policies listed below.

Employees Name: _____

Signature: _____ **Date:** _____

OzHarvest Policies that apply to this role:

- Covid Policy
- Code of Conduct Policy
- Employment policy
- WHS Policy
- Leave Policy
- Flexible Work Arrangements Policy
- Communications Policy