

PI Operations Pty Ltd

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Position Profile

Position Title	Chef
Reporting To	Catering Manager
Direct Reports	None
Location	Phillip Island Grand Prix Circuit
Business Unit	Catering
Salary Range	\$65,000 - \$70,000 TEC (inclusive 10% superannuation) commensurate with skills and experience.

Position Summary

To provide high quality food service to customers and ensure the smooth running of all catering operations at the Phillip Island Grand Prix Circuit and Visitor Centre including circuit events and functions. The hours of work will be according to requirements of the position including weekends and public holidays as required.

Key Accountabilities

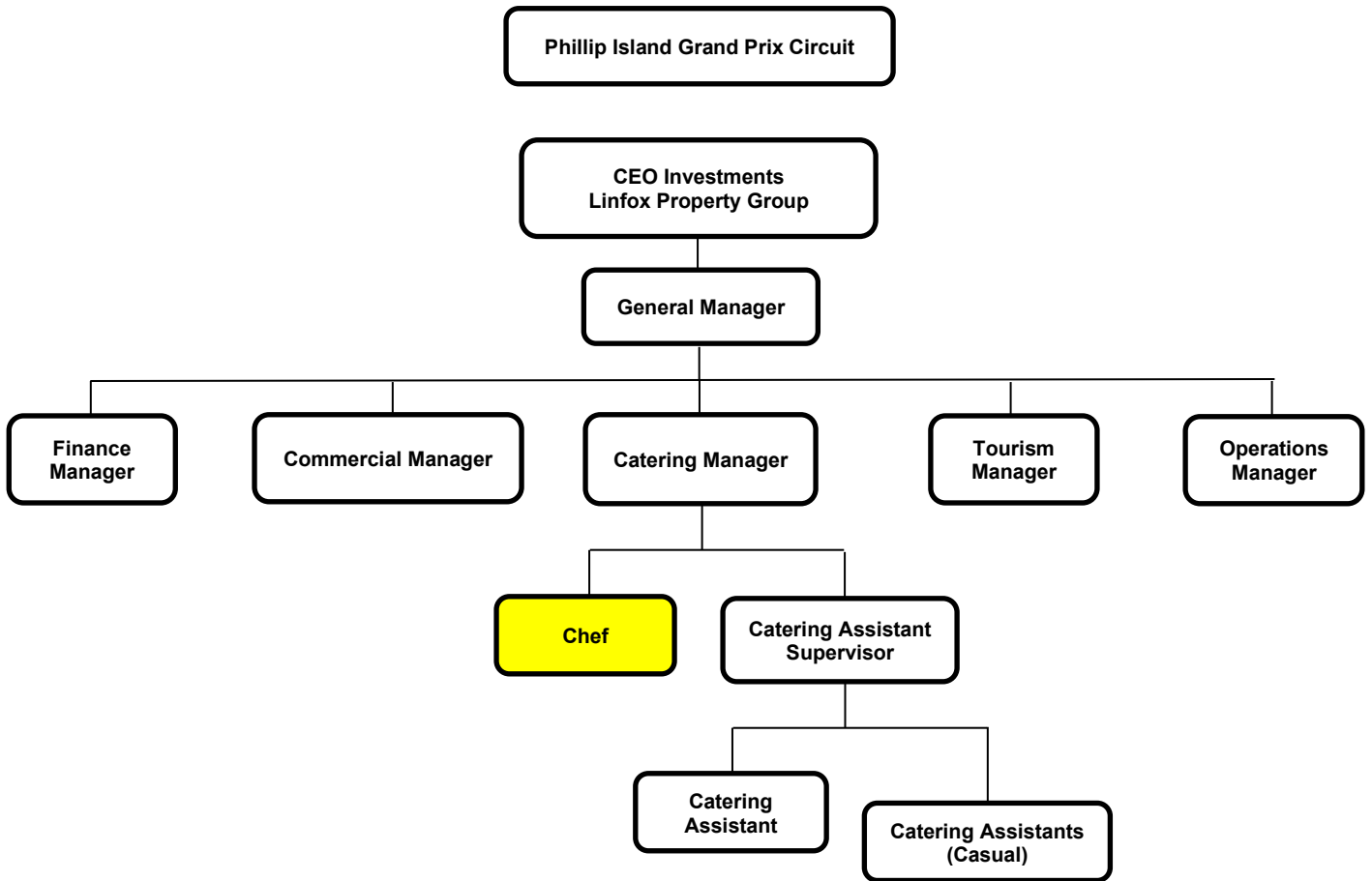
Duties & Responsibilities	<ul style="list-style-type: none">• Effective food and beverage management across the circuit• Food preparation, cooking and creative food presentation• Responsible for portion control• Assist with the development and costing of menus• Stock control, ordering and cost management• Assist with counter service as required• Manage and maintain Expo Catering and Champions Café• Ensure cleanliness and day to day maintenance of catering outlets• Corporate hospitality requirements• Barista operations• Assist with ordering of disposable and cleaning items• Supervise, train and coordinate staff whilst being a team player• Assist with rosters• Ensure maintenance and cleanliness of kitchen• Stocktakes of food, equipment, crockery and cutlery uniforms and linen• Operate within statutory food, health and alcohol requirements• Opening and closing of outlets daily
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Safety	<ul style="list-style-type: none"> • Adhering to all safe working policies/procedures in accordance with instructions • Taking reasonable care of themselves and others who may be affected by their actions • Ensuring you can competently and safely perform any work they undertake and are aware of the risks and hazards associated with their work
Stakeholder Management	<ul style="list-style-type: none"> • Provide superior customer service to internal and external customers
Develop our People	<ul style="list-style-type: none"> • Maintain positive relationships with managers, colleagues and external contacts to work effectively and facilitate achievement of departmental objectives and targets • Deal effectively with queries to present a professional, efficient and helpful demeanour
General	<ul style="list-style-type: none"> • Possess effective verbal communication skills • Possess a high level of accountability and commitment

Education, Qualifications & Experience	
Education	<ul style="list-style-type: none"> • Successful completion of secondary education • Certificate in Hospitality
Qualifications	<ul style="list-style-type: none"> • Trade Cooking Certificate (Cert III) • Current Food Handling Certificate – Level 2 Supervisor* • Current Responsible Servicing of Alcohol (RSA)* • Barista Course is desirable <p>* Appropriate training will be provided where required</p>
Experience	<ul style="list-style-type: none"> • Knowledge of current food trends and produce • Previous experience in a Catering Operations Supervisory role desirable • Minimum 3 years cooking experience • Excellent time management skills • Previous experience in a customer service and / or corporate role • Proficiency in POS system, EFTPOS, and cash handling • A strong work ethic and passionate about your trade • Ability to work under pressure within a team in a challenging hospitality environment • Maintain a high standard of personal presentation • Basic computer skills including Microsoft package • Maintain a knowledge of Occupational Health & Safety protocols and follow approved procedures

PIGPC Values	Key Observable Actions
Integrity	<ul style="list-style-type: none"> • Honest, ethical dealings within the letter and spirit of the law.
Teamwork	<ul style="list-style-type: none"> • Working towards a common goal in a collaborative, inclusive manner.
Customer Focus	<ul style="list-style-type: none"> • Places the customer front of mind to deliver exceptional service
Mutual Support & Respect	<ul style="list-style-type: none"> • Being available, respect for others' opinions, time, feelings and by use of appropriate language.
Trust & Openness	<ul style="list-style-type: none"> • Facilitating frequent, transparent two-way communications.
Courage	<ul style="list-style-type: none"> • To risk going beyond our comfort zone and to learn from our mistakes.
Fairness	<ul style="list-style-type: none"> • Accepting of difference of opinion and achieving balance and equity in outcomes.
Uncompromising Standards	<ul style="list-style-type: none"> • Care for health, safety and the environments as well as living and promoting our values in a culture of continuous improvement and learning.

Organisational Structure



APPROVAL

Manager: _____

Date: _____

Employee: _____

Date: _____

Print Name: _____