



OzHarvest | Job Description

Your Position Title:	Catering and Food Truck Chef (and Driver)
Your Department:	NSW Kitchen Team
You'll Report to:	Lead production Chef
Classification :	Casual
Headcount or Hrs/wk :	
Date :	May 2021

Your Key Relationships

You'll be part of the collaborative OzHarvest team, which includes our Executive Chef, Chefs, Volunteers and Corporate Engagement Team.

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

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 OzHarvest Chef is responsible for preparing delicious, wholesome food in the OzHarvest kitchen, for distribution to our agencies and charity partners.

This role is responsible for the delivery of internal and external food truck catering and food truck events. This includes driving the food truck to and from events, managing the food truck team during events and delivering food service to the OzHarvest standard.

This culminates in the passionate delivery of catering and service direct to business and the general public.



Your Responsibilities

Food production:

- 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

Event management of food truck catering including:

- Delivering events, driving to locations, bump in and bump out management.
- Ensure a high level of service, responsiveness and professionalism at events, when dealing with business associates and the general public.
- Communicating maintenance needs for the truck including services, checking equipment, fuel usage, cleaning and signage operation.
- report on events and provide feedback
- Act as a chef ambassador for OzHarvest

Your Key Performance Indicators

- Customer Service is reported as above average
- Customer Satisfaction is reported as above average
- Successful delivery of Food truck events

Personal Specifications

Qualifications

- Certificate 3 in hospitality/commercial cookery
- 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
- 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
- Current Driver's Licence

Skills, Knowledge & Experience

- Previously employed as a working chef, Chef De Partie, Station Cook/Chef or Restaurant Cook/Chef, and/or food truck operator
- Strong experience in food service, managing teams and working to a budget
- Excellent communication and interpersonal skills,
- Dependability and accountability;
- Experience driving a large vehicle (C class licence) or willingness to learn [training will be provided to the right candidate]
- Professional presentation skills;
- Experience in a client relationship role



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
- Ability to work autonomously or part of a dedicated team
- Energetic, positive and proactive attitude;
- Effective communication skills for a diverse audience in both written and verbal mediums;
- Flexible and highly responsive to changing priorities and circumstances

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