



OzHarvest | Job Description

Your Position Title:	Grade 3 Chef
Your Department:	NSW Kitchen
You'll Report to:	Head / Lead Chef
Your direct reports:	-
Classification :	Part time / full time / casual
Headcount or Hrs/wk :	-
Date :	March 2021

Your Key Relationships

You'll be part of the collaborative OzHarvest team, which includes the Executive Chef, CEO, M-Team, Sydney Corporate Engagement Coordinator, Corporate Engagement Coordinator, NSW Logistics Team, NSW Volunteer Coordinator, Impact Team, Sydney Chefs and OzHarvest Volunteers. You'll also work with external stake holders including corporate stakeholders, corporate participants, service providers, kitchens, food donors, food suppliers, recipient agencies.

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 Grade 3 Chef is to carry out food preparation and kitchen duties, together with managing relationships in the engagement, production or daily kitchen programs.

Your Key Responsibilities

Role modelling the OzHarvest Values :

- Demonstrate each value in every one of your actions and decisions
- Behave in a kind, open and supportive way at all times
- Be productive, positive and perform to the highest standard at all time



Chef duties :

- Cooking duties that align with food waste reduction
- Preparation and cooking for food production or engagement events
- Cooking for cooked meals program
- Maintaining cleanliness of kitchen
- Assisting when needed in dishwashing & rubbish removal
- Maintaining cool room and freezer cleanliness

Personal Specifications

Qualifications

- Certificate 3 in hospitality
- 2 years' 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 the OzHarvest Safe Food Handling Policy
- Valid and current Police Check and WWC check

Skills, Knowledge & Experience

- Excellent communication and interpersonal skills,
- Dependability and accountability;
- Professional presentation skills;
- Professional presentation – chefs uniform and shoes required;
- Experience in a client relationship role;
- Ability to engage with and nurture relationships with stakeholders

Personal Abilities and Aptitudes

- Energetic, positive and proactive attitude
- A strong commitment and enthusiasm towards the purpose of OzHarvest
- Effective communication skills for a diverse audience in both written and verbal mediums
- Leadership and ability to nurture the development of a team
- 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