



OzHarvest | Job Description

Your Position Title:	Chef
Your Department:	Cooking for a Cause
You'll Report to:	Cooking for a Cause Coordinator
Classification:	Casual
Date:	October 2021

Your Key Relationships

You'll be part of the collaborative OzHarvest team, which includes CFAC & Catering Coordinator, Executive Chef, CEO, Management Team, Corporate Engagement Coordinator, Corporate Engagement Coordinator & Logistics Team, Volunteer Coordinator, Marketing & Communications Team, 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 OzHarvest CFAC Chef is a leadership role, best suited to a dynamic individual with a strong interest in preventing food waste and teaching others.

A major skill set of this role is to be organised and well-structured to coordinate ingredients, recipes and equipment.

As a key customer-facing role, the CFAC Chef conveys the spirit, excitement and innovation of the OzHarvest brand. The CFAC Chef must be able to relate with people from diverse backgrounds (especially corporates, casual chefs and volunteers)



Your Responsibilities

Key Responsibility Area 1 – CFAC Program management (classes and events)

- Manage class preparation including managing and ordering kitchen stock, food and equipment.
- Manage of the administration of the kitchen including council approvals, maintenance of equipment, chemical stock, safety, and cleanliness.
- Manage communications with Logistics Team Coordinator to rescue food to use for the CFAC program when available (and ordering food and supplies when not available) and to redistribute food once cooked
- Manage the preparation of the kitchen / environments where CFAC events are held offsite
- Manage cold storage areas for cleanliness and stock levels
- Manage allocation of ingredients for CFAC classes and events
- Manage record keeping of purchased and rescued foods for use in CFAC
- Coordinate suppliers as required for equipment hire for events that exceed the capacity or are held outside of the kitchen space.
- Support the day-to-day operations of all location based CFAC classes that are held in our kitchens and CFAC events that are held offsite.
- Support recipe writing
- Support relationships with new and existing Corporate CFAC supporters.
- Support the clean-up of all workstations and kitchen areas at the end of each class
- Support the CFAC Coordinator on bookings
- Support event and menu planning including the efficient & cost-effective ordering of food and supplies (including any rescued food when available)
- Collaborate with Executive Chef with recipe writing and planning for media events, dinners, publications
- Collaborate with Executive Chef on recipe writing and development
- Communicate with the Volunteer Coordinator on volunteer support.
- Communicate appropriate WHS information to participants at the start of each session, with participant safety the highest priority.
- Promote merchandise CFAC to participants

Key Responsibility Area 2 –Catering management

- Support the day-to-day operations of all catering events
- Support event and menu planning including the efficient & cost-effective ordering of food and supplies (including any rescued food when available)
- Support suppliers as required for equipment hire for catering events

At OzHarvest we are a small family and all work together to contribute to to ensure we are delivering on our purpose to Nourish our Country. To deliver on our purpose:

- There is an expectation that for all major events we, as a family, come together and take on additional responsibilities to deliver a successful event.
- We are mindful of delivering the best possible outcomes by maximizing contributions and minimizing costs wherever possible and we do this by:
- Seeking in kind work wherever possible, donations of goods the best possible quotes from suppliers and where possible in-kind support for the work that we do
- Direct any potential financial donor relationships to the fundraising team
- Volunteer out of hours to support our purpose



Other duties as required from time to time.

Your Key Performance Indicators

- Customer Service is reported as above average
- Customer Satisfaction is reported as above average
- Successful delivery of CFAC programs
- Significant growth of the CFAC program

Personal Specifications

Qualifications

- Certificate 3 in hospitality
- 7 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
- Recipe writing and editing
- Managing a team of chefs
- Manual Handling Course
- Current First Aid Certificate
- Food Safety Supervisor trained and understanding of the OzHarvest Safe Food Handling Policy
- Valid and current Police 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 CFAC corporate supporters.

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