



OzHarvest | Job Description

Your Position Title:	Harvest Bites Chef
You'll Report to:	Harvest Bites Project Lead
Classification :	Part-time (3 days per week)
Headcount or Hrs/wk :	3 days per week
Date :	2022

Your Key Relationships

You'll be part of the collaborative OzHarvest Harvest Bites and Innovation team focusing on delivering the Harvest Bites project which involves a cross collaboration and shared resources between OzHarvest and ForPurposeCo and also includes our OzHarvest Executive Chef, OzHarvest Head Chef, Volunteers, Harvest Bites lead, ForPurposeCo team and logistics teams.

You'll also work with external stake holders including supporting Ambassador Chefs, third party delivery companies and food suppliers and local growers and small businesses in the local hospitality sector

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 Harvest Bites Chef is the point of contact for our external Ambassador Chefs and partner restaurants in the hospitality sector.

The role will see you representing OzHarvest as our key on the ground support for Ambassador chefs who cook and prepare delicious meals in the OzHarvest kitchen collaborating with OzHarvest on a weekly basis to prepare meals for paying customers, raising funds for OzHarvest.



In this exciting role, you will be responsible for weekly coordination and liaising with external chefs on Harvest Bites menus that helps to raise funds and raise the profile of OzHarvest via this social enterprise initiative.

Your role will be to order, produce, label, prep and finalise admin in relation to weekly meals produced for Harvest Bites customer orders with the support of the Harvest Bites lead and prepare heating instructions for each dish that is produced.

Your Responsibilities

Representing OzHarvest to external chefs and partners

- You will be the key face of OzHarvest in greeting our Ambassador Chefs and restaurant partners
- These include long term Chef ambassadors as well as new Chefs to supporting the OzHarvest mission

Food production:

- Ordering, calculating quantities and sense checking recipes
- Liaising with external and internal chefs
- Meal preparation
- Invoice tracking and monitoring food costs and food budget
- Manage cold storage areas for cleanliness and stock levels
- Manage allocation and ordering of ingredients for Harvest Bites meals
- Clean up all workstations and kitchen areas during and at the end of each day
- Packaging and labelling meals
- Writing heating instructions
- Maintaining kitchen stock, store and applications
- Other duties as required from time to time
- Report on weekly production and provide feedback on interaction and engagement with chefs
- Act as a chef ambassador for OzHarvest to external chef teams and restaurant partners

Your Key Performance Indicators

- Production of weekly meals is accurate and well received by customers
- Customer satisfaction is reported as above average
- Successful delivery of weekly fulfilment of orders

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;
- Professional presentation skills;
- Experience in a client relationship role
- Ability to use Word, Excel and other platforms like Trello and online tools

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
- Confidence to cook alongside external chefs and take on feedback and directions
- 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.

Employee Name: _____

Signature: _____ **Date:** _____