



Nourishing Our Country

## OZHARVEST | JOB DESCRIPTION

<b>Your Position Title:</b>	Grade 4 Chef
<b>Your Department:</b>	NSW Kitchen
<b>You'll Report to:</b>	Head Chef
<b>Classification :</b>	Full time fixed term period until May 2023
<b>Headcount or Hrs/wk :</b>	38 hours per week
<b>Date :</b>	November 2022

### Your Key Relationships

You'll be part of the collaborative OzHarvest team, which includes the Head Chef, CEO, M-Team, Sydney Corporate Engagement Coordinator, NSW Logistics Team, NSW Volunteer Coordinators, Impact team, Sydney Chefs and OzHarvest Volunteers.

You'll also work with external stakeholders including corporate stakeholders, corporate participants, service providers, kitchens, food donors, food suppliers and 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 4 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



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- Be productive, positive and perform to the highest standard at all time

*Chef duties :*

- Leading service at events or coordinating teams for food preparation
- Leading corporate groups in Cooking for a Cause
- Cooking duties that align with food waste reduction
- Preparation and cooking for food production or engagement events
- Cooking for cooked meals program
- Provide guidance and support to chefs
- Maintaining cleanliness of kitchen
- Assisting when needed in dishwashing & rubbish removal
- Maintaining cool room and freezer cleanliness

At OzHarvest, we are a small family and there are fabulous opportunities for each of us to work together to contribute to deliver on our purpose to Nourish our Country. These could include a range of reasonable additional duties from time to time as required.

**Personal Specifications**

**Qualifications**

- Certificate 3 in hospitality
- 2 years' full time experience in hospitality 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;



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<b>Employee Acknowledgement</b>
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.
<b>Employees Name:</b> _____
<b>Signature:</b> _____ <b>Date:</b> _____