



## Guildford Grammar School

### POSITION DESCRIPTION

<b>Position Title:</b>	Cook
<b>Date established:</b>	November 2024
<b>Reports to:</b>	Food and Beverage Manager

### POSITION OVERVIEW

Reporting to the Food and Beverage Manager, the Cook is responsible for delivery high-quality, nutritious meals to students, staff and guests in our Preparatory School canteen. This role involves preparing, cooking, and presenting food with attention to detail and consistency, ensuring every dish meets our high standards of taste and safety. The incumbent will play a key role in managing kitchen inventory, adhering to food safety regulations, and collaborating with fellow kitchen staff to ensure the kitchen runs efficiently and smoothly.

Strong organisational skills, a commitment to food safety, and the ability to work in a fast-paced, team-oriented environment are essential for success.

### REQUIRED COMPETENCIES AND SKILLS

#### Education and Training

- Certificate III in Commercial Cookery or equivalent qualification.
- Proven experience in a similar role or as a cook in a professional kitchen environment.
- Current First Aid Certificate.

#### Competencies & Technical Skills

- **Food Safety:** Strong knowledge of food safety and hygiene practices.
- **Culinary Knowledge:** Understanding of various cooking techniques, kitchen equipment, and food preparation methods.
- **Time Management:** Ability to manage multiple tasks simultaneously in a fast-paced environment.
- **Attention to Detail:** Ensuring accuracy in food preparation, cooking, and presentation.
- **Communication:** Ability to work well with other team members and communicate effectively with supervisors and front-of-house staff.
- **Food Safety Knowledge:** Familiarity with sanitation, food handling, and safety regulations.

- **Creativity:** This role requires a certain level of creativity and input into menu creation may be required.

### Personal Attributes & Values

- Collaborates effectively with other staff to achieve common goals and maintain a positive work environment.
- Willing to adjust to changing circumstances and new challenges with a positive attitude.
- Manages tasks efficiently to meet deadlines and prioritise responsibilities effectively.
- Prioritises tasks efficiently to meet deadlines and ensure meals are prepared and served on time.
- Ability to problem solve and identify issues and develop practical solutions to overcome obstacles.
- Demonstrates the ability to guide, motivate, and support other staff to achieve team objectives.
- Stays calm and focused under pressure, handling stressful situations with professionalism.
- Maintains high standards of accuracy and has a strong attention to detail in all tasks and responsibilities.
- Treats others with dignity and respect, fostering a positive, inclusive work environment.
- Have a comprehensive understanding of 'Duty of Care' and place a high value on Child Protection and well-being.

### KEY RESPONSIBILITIES AND TASKS

These include, but are not limited to:

- **Food Preparation:** Prepare ingredients for cooking, including washing, peeling, chopping, slicing, and marinating as required for specific dishes.
- **Follow Recipes:** Ensure dishes are prepared and cooked according to recipes, with attention to portion control, consistency, and presentation.
- **Stock Management:** Assist with the inventory process, ensuring kitchen stock is appropriately stored, and checking the quality of ingredients before use.
- **Follow Food Safety Standards:** Adhere to food safety regulations and hygiene standards, including proper food handling, cooking temperatures, and storage.
- **Compliance with Regulations:** Abide by health and safety standards, including local food handling certifications and regulations (e.g., Food Safety Supervisor certification in Australia).
- **IMPOS:** Overseeing Front of House Sales, Including End of Day Reports.
- **Coordinate with Other Kitchen Staff:** Communicate effectively with fellow kitchen staff, including dishwashers, and kitchen assistants, to ensure the kitchen runs smoothly.

- **Engage with Guests, Staff and Pupils:** Interact with customers, especially when working in an open kitchen environment. Taking special dietary orders or general inquiries when required.
- **Special Orders:** Accommodate special requests or modifications to dishes (e.g., allergens, dietary restrictions) while maintaining the integrity of the dish.

**This position description is intended as a guideline to illustrate the main job responsibilities. It is not intended to be an exhaustive list and may change within the scope of the role at the Manager's discretion. Employees may also be required to undertake other reasonable duties as directed.**