

## Position Description: Demi Chef

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| Position title        | Demi Chef  | Location       | Richmond   |
| Team                  | Boarding House   | Leave          | In accordance with the Award   |
| Employment status     | Permanent Full-Time  | Hours          | Our team operates over a 7-day week.<br>Full-time; 43 hours per week over 5 days per week. |
| Reporting to          | Head Chef  | Direct reports | None   |
| Salary and Conditions | By negotiation, and at least consistent with the Education Service Award (School) General Staff Award 2010 |                |  |

### 1 About MITS

The Melbourne Indigenous Transition School (MITS) is a residential transition school for Indigenous students from remote and regional communities. Each year, 22 boys and girls around Year 7 age come to MITS for two years. At the end of their MITS year 8, students transition into scholarship positions at Melbourne schools and will reside in a variety of accommodation, School Alumni Houses, Melbourne Family homes and MITS Alumni Houses. MITS believes that wellbeing is central to the continuing success of its students, and tailors its programs to reflect this philosophy.

The fostering of strong and respectful relationships within a strong culture based on the school values of respect, courage, culture, and care is a core part of the role.

### 2 Role Purpose

The Demi Chef in consultation and direction from the Head Chef will prepare a wide and varied range of dishes including breakfast, school lunch, snacks, and dinners. The Demi Chef will also support our Head Chef with managing the ordering and food rotation to ensure maximum freshness, efficient supply, and effective cost control and maintain the cleanliness, hygiene, maintenance, and compliance of the kitchens at all our Boarding Houses. Supervision of others, including MITS students, volunteers, and Boarding Staff working in the kitchen is a key component of this role.

### 3 Key Responsibilities

#### 3.1 Food preparation

The Demi Chef will, for all our Boarding Houses:

- (**menus**) contributing to the design of menus to provide healthy, varied, and nutritious meals and snacks for young people aged 11 to 18 years old;
- (**evening meals**) prepare and serve a two-course hot evening meal for 90 students, plus staff and guests from Monday to Sunday;
- (**breakfast and lunch**) prepare ingredients to enable students and Boarding Coordinators to prepare varied, interesting and nutritious breakfasts and a packed school lunches from Monday to Friday, weekend breakfast, lunch and snacks, monitor and ensure the correct volume of food is supplied; ~~and snacks;~~
- (**afternoon tea and supper**) prepare and serve ~~cakes,~~ sweet and savoury foods and sliced fruit for afternoon tea and supper, monitor and ensure the correct volume of food ~~is supplied~~ ~~is supplied~~;
- (**student chef**) ~~assist boarding program with~~ lead the weekly student cooking activity, including reviewing the menu, planning purchasing, and supervising and teaching students and staff to present a meal for a large group.
- (**special occasions**) consult with the Head Chef on menus for special occasions such as visiting guests and dignitaries, prepare and serve menus accordingly.

### 3.2 Stock and ordering

The Demi Chef will:

- (**stock ordering**) monitor stock level and advise the Head Chef when stock levels are low to maintain optimum availability in accordance with MITS's operating budget;
- (**stock management**) manage stock and prepared food to ensure that it is stored and rotated to ensure maximum freshness and appeal;
- (**unpacking**) unpack and store delivered goods in a timely and appropriate manner; and
- (**transport between sites**) transport stock and prepared food between the production kitchen and all boarding houses as required, train and supervise other kitchen staff to perform this task.

### 3.3 Kitchen management

The Demi Chef will:

- (**cleaning**) maintain the kitchen areas in the production kitchen and the student service kitchens across all boarding houses in a clean and tidy condition, train and supervise other kitchen staff to perform this task. Conduct daily inspections and notify the Head Chef of any hygiene concerns.
- (**linen**) manage kitchen linen to ensure that sufficient linen is available at all times;
- (**maintenance**) monitor equipment maintenance and notify the Head Chef of any maintenance requirements;
- (**regulations and legislation**) ensure the kitchen is operated in accordance with all relevant regulations, and legislation and the appropriate records are maintained up-to-date, including monitoring use-by dates and recording fridge and freezer temperatures; and cleaning checklists.
- (**policy implementation**) ensure that MITS's policies and procedures for kitchen management are consistent with regulatory requirements and will liaise with the Head Chef where changes to policy or process are required.

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## 4 Key Selection Criteria

### 4.1 Essential Experience

The Demi Chef will have:

- minimum 2-3 years' experience as a professional Demi Chef;
- commercial Cookery qualification along with Occupational Health and Hygiene certificates

- experience with preparation of food for groups of up to 130 people;
- comprehensive knowledge of food preparation and presentation;
- strong planning, communication and organisational skills;
- proven ability to work independently and as part of a team; and
- demonstrated understanding of food handling standards.
- full Australian driver's licence
- Victorian working with Children Check
- the right to work in Australia

#### **4.2 Preferred experience**

- experience in a school boarding house or similar.

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## **5 Reporting**

The Demi Chef will report to the Head Chef on all issues relating to the effective running of the kitchen and dinner service.

The Demi Chef will be required to attend All Staff Meetings and other meetings during work hours as directed by the Head Chef.

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## **6 Important Information**

### **6.1 MITS Values**

Staff and Volunteers of MITS are required to demonstrate a commitment to supporting students to enable their successful and confident transition from home community to Melbourne schools. The fostering of a safe and inclusive community based on the school values of respect, courage, culture and care is the responsibility of all staff.

MITS staff acknowledge and value the contribution of colleagues within the school, listen to and consulting with others, communicate proactively to ensure that collaborative practices are maintained.

### **6.2 Child Safety**

MITS assures the right of every student and staff member to a safe environment. In particular, MITS is committed to child safety and adheres to the Child Safe Standards through its Child Safe Policy. Each MITS staff member and volunteer is required to sign and act in accordance with MITS's Child Safety Code of Conduct.

The Demi Chef must ensure that they act in accordance with MITS's Child Safe Policy and Child Safety Code of Conduct. Whilst the Demi Chef does not have any specific duties or responsibilities in relation to child safety, they must be mindful that matters of child safety may arise through their work with MITS students.

The Demi Chef does not require any qualification, experience or attributes in relation to child safety.

### **6.3 Reference Checks and Criminal Record Check**

Appointment to MITS is subject to reference checks and a Criminal Record Check.

## **6.4 Work Health & Safety Requirements**

All staff must:

- contribute to safe work practices and a healthy school environment for all staff, students and visitors;
- take reasonable care for their own health and safety while taking reasonable care that their actions or omissions do not adversely affect the health and safety of other persons; and
- comply with all risk management requirements, promoting an environment and culture consistent with principles of safety and effective risk management.

## **6.5 Specific Requirements and Training**

Staff members must acquire and maintain:

- commercial Cookery qualification along with Occupational Health and Hygiene certificates
- a current Working with Children Check;
- a current First Aid and CPR Certificate; and
- other training as required from time to time by MITS to meet the academic, wellbeing, administrative and other needs of the position.