



Job Description

Our vision is **Human Potential, Realised.**

Civic Disability Services is a not-for-profit organisation that provides services to individuals with intellectual disability and mental illness. We aim to create a society where people have the opportunity to realise their full potential, achieve their goals and participate as a valued member of the community.

Role: **Lead Cook**

Reporting: The role reports to the Food Experience Leader

Objective:

The key objectives of the role are to:

1. Provide an excellent customer experience to customers of Civic's cafes.
2. Support the successful operation of the café as Lead Cook by providing assistance to customers, preparing food and drink, cleaning, supporting catering orders, and keeping café areas and clean and tidy.
3. Provide leadership to Support Workers and Supported Employees on delivery of Person-Centred Active Support to our clients, according to the Practice Framework.
4. Work unsupervised in a café and catering environment whilst training junior staff members

Duties and responsibilities:

- 1) Prepare café style meals
- 2) Menu writing and costing
- 3) Assist food experience leader in all café and catering operations
- 4) Support café attendants in daily operations
- 5) Measure and use the right quantity of ingredients to cook menu items. Train and teach staff members including Supported Employees
- 6) Prepare and maintain café kitchen and equipment
- 7) Create daily specials and promotions
- 8) Attend food safety meetings and audits
- 9) Notify staff members of outcomes of food safety meetings and audits
- 10) Ensure the compliance of our HACCP licence and food safety practices within the operations
- 11) Any other duties as directed by the Manager and within the scope of the position and competence of the employee concerned.
- 12) Monitoring of refrigeration temperatures and reporting inconsistencies to the manager.
- 13) Any other duties as directed by the Food Experience Manager or other delegated manager within the scope of the position and competence of the employee concerned.



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Essential Criteria

- Certificate III in Hospitality or a related field
- Experience developing, mentoring and training others
- Minimum 2 years' experience in food services
- A love of food. Food is amazing and the experience of food has incredible social value, especially in a community service environment!
- Unrestricted Drivers Licence
- Experience as a chef in a commercial kitchen or food related business.
- Passion for cooking and preparing food!