



# Position Description

## Chef/Cook (Catering Staff - Level 4)

**OMNIA SUPERAT DILIGENTIA**

DILIGENCE OVERCOMES ALL

OUR SCHOOL MOTTO SINCE 1892

Ipswich Girls' Grammar School including Ipswich Junior Grammar School offers high quality, non-denominational education for girls only from Years 7 to 12, with boarding available from Year 5, and coeducation from Kindergarten to Year 6. We pride ourselves on providing a personalised, holistic education with a focus on academic excellence.

### *Our Vision*

---

Ipswich Girls' Grammar School inspires girls to become confident, well-educated young women. Ipswich Junior Grammar School nurtures young learners to become future leaders.

### *Our Mission*

---

Shaped by our proud history and traditions and focused on academic excellence, our school aims to provide a personalised, holistic education by expert staff in engaging learning environments.

### *Our Aspiration*

---

By 2022, our school aims to be an outstanding\* school known for its holistic education and students' excellent academic outcomes with an enrolment in excess of 1000 students from Early Learning to Year 12.

(\*Outstanding - as defined by the National School Improvement Tool)

### *Our Values*

---

- **Diligence** - Staying focused until the job is done.
- **Excellence** - Striving to achieve the highest standards possible.
- **Respect** - Acknowledging the worth of every person and what matters to each one.
- **Integrity** - Constantly demonstrating high moral and ethical standards.
- **Care** - Attending with kindness, compassion and sensitivity to the needs of others.

### *Location*

---

Address:	82 Chermside Road EAST IPSWICH QLD 4305
Telephone:	+61 7 3454 4447
Facsimile:	+61 7 3454 4480
Email:	<a href="mailto:principal@iggs.qld.edu.au">principal@iggs.qld.edu.au</a>
Website:	<a href="http://www.iggs.qld.edu.au">http://www.iggs.qld.edu.au</a>

THE ROLE	
<b>Position Title:</b>	Chef/Cook
<b>Department:</b>	Catering
<b>Reports to:</b>	Catering Manager
<b>Classification:</b>	Ipswich Girls Grammar School Including Ipswich Junior Grammar School Enterprise Agreement 2021
<b>Hours:</b>	Part-time, term time.

### *Your Employer*

---

Ipswich Girls' Grammar School including Ipswich Junior Grammar School educates students from Pre-Prep to Year 12. The School's vision is focused on excellence and nurturing every young woman, girl and boy to become confident, well-educated and prepared for higher learning, leadership and life.

We are inspired by the School's proud history and traditions, and our mission is to excel at providing each girl and young boy with a positive, personalised, all-round education, with an emphasis on academic achievement, by dedicated, professional staff in safe, first-class learning environments.

The School's strategic plan is filled with exciting themes, objectives and initiatives targeted at remaining true to the objective in the original prospectus of providing a higher class of education for girls and now young boys.

### *Typical Duties/Skills*

---

- Undertaking general cooking duties, including a la carte cookery, baking, pastry cooking;
- Menu planning & development per school term/semester- In consultation with and overall approval by the Catering Manager.
- Cooking, baking, preparation & basic presentation of food.
- Adhering to & maintaining high standards of food hygiene, workplace cleanliness and health and safety standards
- Ensuring compliance with Food safety Regulations by way of completing regular Food Safety checks ie. Recording temperatures, cleaning tasks etc.
- Ensuring compliance with all Government Regulations, legislation, standards, and Education Queensland requirements
- Ability to use digital devices for accessing email, submitting timesheets and other general food or school related tasks.
- Providing exceptional customer service and fostering strong professional relationships with the school community; parents, teacher and student customers and other stakeholders.
- Occasional Opening and closing of the Canteen site (generally weekends).
- Full control of stock and ordering.
- Providing supervision and instruction to employees of a lower grade in addition to performing duties from Level 3.

### *Your Opportunity*

---

This role exists perform a wide variety of tasks including meal service to boarding students, school functions, school canteen, EEC, OSHC and cleaning as directed by the Catering Manager or her delegate.

As the Caterer you will:

- Maintain the standard of excellence required by the School's reputation and uphold the philosophy of the School
- Promote the interests of Ipswich Girls' Grammar School including Ipswich Junior Grammar School
- Attend staff development and training programmes when and if appropriate
- Comply with work health and safety responsibilities detailed in the safety management system

### *Your Role*

---

- Able to perform a wide variety of tasks including meal service to boarding students, school functions, school canteen, EEC, OSHC and cleaning.
- A sound knowledge of food preparation, use of equipment and safe food handling practices are essential.
- Cleaning in the kitchen / dining room area is an essential part of this position.
- Knowledge or experience in Smart Choices Strategy

### *Essential Requirements*

---

- A strong knowledge of food handling & hygiene principles combined with a Safe Food Handling Certificate.
- Previous hospitality experience working in a canteen, café environment and/or boarding facility.
- Be the holder of, or obtain, a Working with Children Suitability Card (Blue Card)
- Knowledge or experience in Smart Choices Strategy (highly regarded)

### *Competency Required*

---

- An employee without relevant trade qualifications possessing skills and performing duties beyond that of a Level 3 employee
- An employee at this level works under routine supervision and is responsible for the quality of their own work.
- Excellent interpersonal skills with the ability to develop and maintain strong working relationships with stakeholders at all levels to achieve desired outcomes.
- Ability to work within a small team or autonomously contributing to a positive, supportive, and successful work environment with positive outcomes.
- High level of organisation skills with an eye for detail
- Well-developed communication skills.
- Be self-motivated and have the ability to work without direction.

### *Formal Qualifications*

---

- Demonstrated experience or (highly desirable) qualifications as a Chef / Cook.
- Qualifications/Certificates/Diplomas e.g., Cert 3 in cookery or similar.

### *Selection Criteria*

---

Within the context of the duties described above, outlined below are the criteria that will be considered in the appointment of a Level 4 Chef:

1. Previous hospitality experience working in a canteen, café environment and/or boarding facility.
2. Flexible and able to work various shifts as necessary and be able to fill in as needed.
3. Dependable, committed, and enthusiastic.

