



TITLE	Chef Boarding
EMPLOYMENT STATUS	NA
DEPARTMENT	Catering
ENTERPRISE AGREEMENT	Launceston Church Grammar School (General Staff) Enterprise Agreement 2023-2025
EA CLASSIFICATION	School Operational Service Grade 3 – Level 3.1
REPORTS TO	Catering Manager
REPORTS	NA
LOCATION	Senior Campus

Scope of position

The Chef is responsible for preparing high-quality meals in a safe, efficient, and professional kitchen environment. The role ensures food is prepared to a consistent standard while meeting hygiene, safety, and organisational requirements.

Duties and Responsibilities

FOOD PREPARATION & SAFETY

- Prepare and cook meals according to approved menus, ensuring food quality, taste, presentation, and appropriate portioning.
- Maintain a clean, safe, and hygienic kitchen environment, leading by example in exemplary professional standards.
- Operate kitchen equipment safely and correctly in accordance with standard operating procedures.
- Comply with and maintain all food safety standards and regulatory requirements at all times, ensuring safe food handling practices are consistently followed.
- Ensure correct food handling, storage, and labelling practices are maintained.

KITCHEN OPERATIONS

- Work cooperatively with kitchen and service staff, communicating effectively to ensure smooth kitchen operations.
- Monitor and assist with stock rotation and inventory control, reporting stock levels and ordering requirements in a timely manner.
- Minimise food waste through efficient preparation, storage, and portion control.
- Assist with menu planning and development as required, contributing practical input based on operational needs.
- Meet service timelines and daily production requirements in a busy kitchen environment.
- Any other duties as required by your Manager.

Key Selection Criteria

- Working with Vulnerable People Registration - Department of Justice
- Vocational Qualification in Commercial Cookery, or similar
- Food Safety Supervisor Certificate (desired)
- Minimum Experience – 5 years proven experience in a commercial kitchen
- Strong knowledge of food safety, hygiene regulations, and compliance standards
- First Aid - HLTAID012 - Provide First Aid in an Education and Care Setting qualification
- First Aid - HLTAID009 - Provide CPR
- Outstanding interpersonal and communication skills



WORKPLACE HEALTH AND SAFETY (WHS) – WORKER

While at work, a worker must:

- Take reasonable care for his or her own health and safety;
- Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons;
- Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the School to allow the person to comply with this Act; and
- Co-operate with any reasonable policy or procedure of the School relating to health or safety at the workplace that has been notified to workers.

Safeguarding Children and Young People

Launceston Church Grammar School we take the safeguarding of children and young people seriously.

- Ensure all Launceston Church Grammar School policy compliance is met;
- Ensure that your interactions with children and young people are positive and safe;
- Provide adequate care and supervision of children and young people in your charge;
- Act as a positive role model for children and young people;
- Report any suspicions, concerns, allegations or disclosures of alleged abuse to management,
- Maintain valid working with vulnerable people registration; and
- Report to management any criminal charges or convictions you receive during your employment that may indicate a possible risk to children and young people.

Attitudes and personal qualities

- Honest, trustworthy and ethical.
- Ability to work collaboratively, and a strong team player.
- Willingness to adapt to the dynamic nature of a classroom.
- Flexible, responsive and creative with an innovative mindset.
- A willingness to take on responsibilities and challenges, displaying a “can do” attitude.
- High standards of professional conduct.
- Confident in modelling best practice.