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| Position Title | Chef | Department: | Hospitality |
| Level: | Award – Cook Level 5, Grade 4 | Primary Location: | Bendigo Stadium Red Energy Arena - 91 Inglis Street, West Bendigo and The Borough Club, 2-4 High St, Eaglehawk |
| Reports to: | Head Chef | Updated: | March 2025 |



Organisational Context

Bendigo Stadium Limited (BSL) manages and operates of the Red Energy Arena, Borough Club, and the St Arnaud Sporting Club. As an organisation we pride ourselves on being a world class sports and entertainment centre, delivering a community focused hub through various sports codes, entertainment events, business functions and family moments.

Bendigo Stadium is the home of the Bendigo Basketball Association, Bendigo Braves and Phantoms Volleyball Club.



Primary Purpose

Reporting to the Head Chef the role of the Chef will perform cooking duties as a Commis Chef or equivalent, having completed an apprenticeship or passed the appropriate trade test, and engaged in cooking baking, pastry baking or butchering duties.

Direct Reports

Nil

Key Result Areas

| Key Result Area | Responsibility | Measure |
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| <p>Food Preparation/ Administration</p> | <p>Undertake cooking, baking, pastry cooking or butchering duties as required.</p> <p>Ensure food preparation is undertaken in accordance with food safety plan and food safety and Occupational Health and Safety ('OHS') regulatory requirements.</p> <p>Ensure food storage is in accordance with food safety plan and regulatory requirements.</p> <p>Monitor supplies in accordance with volume/ menu requirements. Advise Head Chef of requirements as necessary.</p> | <p>Meals prepared in accordance with menu in a timely manner.</p> <p>All food prepared in a safe manner, as per the food safety plan and regulatory requirements.</p> <p>Food Safety plan is appropriately documented.</p> <p>All monitoring is documented.</p> <p>Food storage meets food safety plan and regulatory requirements.</p> <p>Adequate/ appropriate supplies maintained to ensure service delivery requirements are satisfied.</p> |
| <p>Stakeholder Engagement</p> | <p>Actively participates as a member of the team through the establishment and maintenance of constructive relationships within the team.</p> <p>Recognises the role of other team members in the delivery of a quality service.</p> <p>Participate in performance review by pursuing objectives for on-going role development and participation in continuing education and development.</p> | <p>Staff feedback generated through appropriate performance reviews.</p> <p>Appropriate action undertaken to counsel staff where necessary, in accordance with relevant policy and procedure.</p> <p>Kitchen/ Bistro service requirements satisfied.</p> <p>All staff contribute to an effective service.</p> <p>Demonstrated participation in in-service training sessions, attendances at conferences and short-courses relevant to work.</p> <p>Demonstrate a responsibility towards on-going education and seeking out learning opportunities.</p> |

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| <p>OHS and Compliance</p> | <p>Comply with appropriate Occupational Health and Safety policies and procedures including:</p> <ul style="list-style-type: none"> ○ Accident/ Incident reporting ○ Food Safety ○ Emergency Procedures ○ Manual Handling Procedures ○ Participation in training/ education sessions regarding OH&S and specifically food safety <p>Maintains a high standard of hygiene, cleanliness, safety and presentation.</p> <p>Comply with all BSL Policies and Procedures.</p> | <p>All accidents/incidents are reported.</p> <p>Minimization of accidents/incidents through application of appropriate practice.</p> <p>Adherence to appropriate food preparation, storage, and cleaning requirements as per documented food safety plan and regulatory requirements.</p> <p>Demonstrates a practical knowledge and understanding of Food Safety, OH&S and Emergency procedures.</p> |
| <p>Continuous Improvement</p> | <p>Participate in conjunction with Food & Beverage Manager and Head Chef in food tastings and feedback.</p> <p>Review meals and service delivery for clients.</p> | <p>Menus/ meals and service delivery regularly reviewed regarding client preference and requirements.</p> |
| <p>Other</p> | <p>Supervision of lower level staff, including apprentices.</p> <p>To complete all other duties as directed by Head Chef and Food and Beverage Manager.</p> <p>These duties may not be specified in this Position description; however, they will be within the capacity, qualifications and experience normally expected from persons occupying positions at this classification.</p> | |
| <p>Values</p> | <p>Uphold and demonstrate BSL’s vision, mission, and values by always upholding our charter</p> <p>Demonstrate consistent behaviour in accordance with the BSL’s Values of Think Big, Excellence Impressive, Be Accountable, One Team, People First</p> <p>Effective, efficient, and professional management of the business unit and its direct reports</p> <p>Deliver BSL’s experiences, products, and services in line with the culture of excellence</p> <p>Always act morally and ethically in all interactions with others</p> | <p>Always living the Core Organisational Values.</p> |

Adhere to BSL systems and procedures as outlined in Ops Central

Adhere to BSL's customer management practices as outlined in Ops Central

Adhere to BSL Management System Ops Central

Exercise discretion and independent judgment in taking commercial and operating decisions to achieve business results.

EQUIPMENT OPERATED, SYSTEMS USED AND PHYSICAL REQUIREMENTS OF ROLE

- Moderate physical activity
- Intermediate PC software skills:
 - E-mail / Internet - intermediate
 - MS Word - intermediate
 - MS Excel - intermediate
- MS PowerPoint – intermediate

EDUCATION AND SKILLS

Minimum Qualifications:

- Hold a Certificate III in Hospitality (Commercial Cookery) or equivalent or be undertaking the appropriate trade qualification for this position
- Hold a current Food Handling Certificate
- Certificate I in Hospitality (Kitchen Operations) or equivalent (desirable)
- Must hold a Working with Children's Check (WWC) (age permitting).
- Must satisfactorily pass a Police Check.

Job, specific, skills, experience, Knowledge and abilities:

Desired Knowledge and Experience:

- Proven ability to communicate effectively at all levels of the organization.
- Previous experience in a similar environment.
- Highly experience in leading high performance teams.
- Proven ability to communicate effectively at all levels of the organisation.

Desired Skills:

- Professional attitude and work ethic.
- Flexibility to work rotating 7-day roster.
- Good communication skills.
- Strong customer service qualities.
- Builds rapport quickly with a wide range of people both internally and externally.

Personal attributes:

- Demonstrates sound ethics and values, is open, honest and accountable for their actions.
 - High level of prioritising and organisational skills.
 - High level communication skills.
 - Ability to take direction and work as part of a team in the kitchen.
 - Ability to implement day to day policies and procedures as directed.
 - Follows safe work practices.
 - Ability to show initiative and judgement in the workplace.
 - Participates well in a team environment
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