**POSITION TITLE: Cook (Casual)**

**DIVISION/BRANCH: Conference Centres Division**

**LOCATION:** Blue Mountains

**REPORTS TO:** Catering Coordinator

**AWARD/CLASSIFICATION:** Hospitality Industry (General) Award – Level 3

**KEY INTERACTIONS: Externally:** Guests

**Internally:** Catering Team, Conference Centre Stakeholders and Christian Outdoor Education Stakeholders

**EMPLOYMENT TYPE:** Casual (shifts Monday – Sunday)

**DATE EFFECTIVE:**  February 2019

**APPROVED BY:** Head of Conference Centres

**ANGLICAN YOUTHWORKS**

Youthworks is chartered by ordinance to assist the Sydney Anglican diocese in its ministry towards children, youth and families with the freedom to serve beyond this field (both denominationally and geographically). Youthworks therefore seeks to serve youth directly, as well as through the institutions where they may be found, namely in families, churches and schools. It fulfils this through its vision, mission and values as stated on our [website](https://www.youthworks.net/about/mission-values).

**Youthworks Conference Centres**

Youthworks Conference Centres provide a place of temporary community for groups for relational and personal growth. We are intentional partners to schools, churches and like-minded community groups through networking, collaboration and facilitation of Word ministry. We are providers of outstanding venues in amazing locations and Christian hospitality. We believe our interactions with our guests and each other are opportunities to promote and proclaim the gospel.

**POSITION PURPOSE**

To play a key role in contributing to our guest’s satisfaction and enhance Youthworks reputation, through preparing menu items to required specifications and standards.

**POSITION RESPONSIBILITIES**

*Food Production*

* Prepare ingredients / food for cooking and service
* Cook and prepare menu items in cooperation with the rest of the catering staff
* Perform cooking duties including baking and or pastry cooking
* Ensure that all food and other items are stored properly
* Ensure that food is prepared and delivered to service point(s) in a timely fashion
* Manage high quality guest-centered catering service that achieves a pleasant experience for guests and promotes Youthworks in a positive way

*Systems*

* Stock inventory appropriately and rotate stock as needed
* Keep a sanitized and orderly environment in the kitchen
* Accurately maintain and keep up to date relevant records as needed by Youthworks and industry standards
* Communicate any irregularities in returned food, systems and stock items to the Catering Coordinator
* Provide feedback on system improvement measures that ensure excellence in service to our guests

*People*

* Answer, report and follow the catering coordinator, or delegate, instructions
* Assist in the supervision of casual catering staff as required

**Employee responsibilities**

* Attend Youthworks training as required
* Adhere to Youthworks policies and procedures
* Keep abreast of industry knowledge, initiatives and changes for continuous improvement in service delivery
* Perform additional duties within skill set as required from time to time
* Comply with Youthworks standards as well as industry regulations and safety standards
* Contribute to the improvement of the policies and procedures
* Ensure all relevant reporting occurs promptly, is enacted as needed and filed accordingly
* Model Christian behavior in all aspects of the role
* Work autonomously and effectively in a ministry environment where it is important that time is used efficiently, honestly and resourcefully
* Be an active team member participating in team meetings and devotions as required, and be an active member of the Youthworks community
* Demonstrate continual commitment to Youthworks’ Mission
* Work consistently with the values and ethos of Youthworks as a Christian employer

**SKILLS, KNOWLEDGE AND EXPERIENCE (SELECTION CRITERIA)**

**Essential**

* Experience cooking for large groups
* A passion for cooking
* Excellent organizational and time management skills with the ability to multitask and to be flexible to reflect changes in priority
* Well-developed written and verbal communication skills with a focus on providing strong customer service
* A systematic and focused approach to tasks with a strong attention to detail
* An ability to work with a wide range of staff to achieve effective outcomes
* Strong work ethos
* Willingness to work in an overtly Christian environment and an Anglican organisation
* Commitment to work with Youthworks mission
* Verified and Cleared Working With Children Check number for paid employment

**Desirable**

* Personal Christian faith
* Catering or cooking qualifications

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| **Acknowledgement** | **Employee** | **Supervisor** |
| I understand and accept the responsibilities as outlined in this role description. | Signature:  Date: | Signature:  Date: |