



ABN: 59 087 445 654

Position Description

Position Title:	Apprentice Cook
Position Type:	Full Time Labour Hire Contract @ 38 hours per week
Award & Classification:	Restaurant Industry Award 2020 Apprentice Cook
Location:	Mayura Station's Tasting Room Restaurant – Millicent
Supervisor/Manager:	Head Chef / Restaurant Manager
Position last updated:	October 2024
Status:	VACANT

MAIN DUTIES/RESPONSIBILITIES:

Combining off-the-job training with on-the-job learning, the Apprentice Cook works alongside qualified chefs assisting in all aspects of food preparation and production. It is a training position, and is bound by the terms of reference contained within relevant apprenticeship legislation.

In our work environment this position is required to learn all aspects of working in a kitchen during the apprenticeship contract (in accordance with the apprenticeship scheme). To develop the skills to be able to, efficiently and professionally, produce a high standard of quality, well presented meals in accordance with the restaurants requirements. This position provides the opportunity to learn and build experience and as such, requires commitment to completion of all learning and development activities within the Training Plan. The Apprentice Cook is closely supervised and supported by the Head Chef.

SKILLS & EXPERIENCE

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Qualifications:

- Registered and eligible for the Australian Apprenticeship Scheme
- Engages in cookery activities (e.g. cooking at home), subscribes to food industry publications etc)
- Mise en Place pre-vocational program
- A current driver's license is required for this position.

Experience:

- Evidence of creativity and innovation in a kitchen or food processing context

Skills:

- Adherence to strict health and hygiene standards in the kitchen including but not limited to environmental, food safe, Work Health Safety and de Bruin Group Policies & Procedures.
- Sound knife skills.
- Team player.
- Displays a thinking style which is flexible.

- Displays the ability to learn and integrate the verbal and numerical information necessary to perform this role.
- Perseveres with work tasks until completion and pays sufficient attention to detail.
- Displays an enthusiastic and motivated approach to work, maintaining a strong focus on achieving the business goals of The Tasting Room.
- Accepts responsibility for their actions, shows integrity, high self-esteem and an appropriate control over their emotions.
- Displays resilience in the face of work pressures, is able to remain positive despite setbacks and not overly sensitive to criticism.
- Displays a commitment to working within teams, focusing on the objectives and achievements of the team rather than on personal achievements or recognition.
- Displays a commitment to personal growth and ability to acquire new skills.
- Uses effective time-management skills and techniques.
- Displays an ability to plan and undertake tasks and projects in a logical and sequential manner.
- Displays ability, appropriate to the level required, to achieve the outcomes for this position, to communicate both verbally and in written form.
- Fluency in the English language.
- Computer skills in Microsoft Office applications including sound report writing abilities
- Works with integrity and ethically
- Takes responsibility for own actions

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to walk. The employee is required to almost constantly stand and occasionally required to sit. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

- **Mathematical Skills:**
Ability to calculate and interpret figures and amounts such as, proportions, percentages, and volume.
- **Reasoning Ability:**
Ability to solve problems and deal with a variety of concrete variables in situations where only limited standardisation exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Develops alternative solutions. Works well in group problem solving situations. Uses reason even when dealing with emotional topics.
- **Planning / Organisation Skills:**
Prioritizes and plans work activities. Uses time efficiently. Plans for additional resources. Sets goals and objectives. Develops realistic action plans.
- **Initiative Skills:**
Volunteers readily. Undertakes self development activities. Seeks increased responsibilities. Asks for and offers help when needed.

PERFORMANCE GOALS:

- Clean maintain and store equipment to TTR standards as set in the Mayura Station QMS and relevant TTR checklists.
- Handle food according to safe food practises and regulatory standards/requirements.
- Maintain safe and sanitary work area to the standards set in the Mayura TTR QMS; includes daily, weekly and monthly duties.
- Prepare food consistently to TTR standard as set by the Head Chef and/or Senior Chef de Partie within requested time frames.
 - This includes following standard recipes, checking the freshness of perishable food and sample tasting prepared garnishes to ensure the flavour is correct.
- Minimise waste by ensuring stock rotation and accurate preparation of mise en place matched to the number of bookings for that day/week.
- Participate in completion of Incident Report forms in accordance with the Group's Incident Reporting Procedure achieving identification and independent reporting of risk/incident by the completion of year 1.
- Perform and gain competency in the day-to-day running tasks of a working commercial kitchen and restaurant. Training will be provided by the Head Chef and Senior Chef de Partie enabling achievement of the following:
 - Within 3 months to achieve sound knowledge of how to safely operate, clean and report maintenance issues for all major cooking equipment at TTR. Will have been trained, read, understood and signed off on any Safe Operating Procedures (SOP's) relating to the equipment used.
 - Subsequent 3 x month time-frame for any new equipment measured from the first shift worked with the new equipment.
- Actively seek to learn about Mayura Station's farm processes and the history of Wagyu Beef with the outcome being that the information learned can be conveyed to diners at TTR.
 - Training given by Head Chef to have the ability to address a room of minimum 10 people and give a talk about Mayura Station, Wagyu and the cuts of beef used that service by completion of first year.

SUPERVISORY RESPONSIBILITIES

This role currently has no direct supervisory responsibilities.

WORK HEALTH & SAFETY

Level 1: Team Members at this level must possess a basic understanding of the Competition & Consumer Act 2010 (*Cth*) (the Act) principles in terms of Restrictive Trade Practices, Communications & Promotions, Unfair & Unconscionable Business Practice and Product & Service Quality & Safety. Team Members must familiarise themselves with the Act, and ensure compliance to the Act at all times.

REVIEW

This document is subject to continual review and improvements and may also be subject to amendments during the term of your employment.

If you identify the scope of your tasks moving away from this document without consultation, refer the matter to your supervisor for discussion. In addition, this document is reviewed as part of the formal performance review process.