



POSITION DESCRIPTION

Position title	Chef
Date Reviewed	5th February 2019
Pay rate & Conditions	The pay rate and employment conditions applicable to this position are covered under the Marine Tourism and Charter Vessel Award 2010

Background

Eco Abrolhos is a Marine Eco Tourism Operator offering Tours from Geraldton to the Abrolhos Islands on 5 day Eco Cruises for part of the year & then operating between Broome & Darwin on 13 night Kimberley Tours.

Of prime importance to the company is the standard of service delivered to our guests while they are residing within the vessel. The role of Chef is critical to Guest satisfaction.

This Position Description has been established to outline the tasks associated with the role of Chef during our 5 day cruises to the Abrolhos Islands and the 13 Night Kimberley cruises.

Hours of Work

The scheduled and expected hours of work are from between 0500 – 2000 with regular breaks throughout this time.

Reporting Relationships

Reports to: Vessel Master

Reports to you: Nil

Primary role

Undertake cooking and supervision of preparation of all meals as may be required by guests while maintaining a high quality of meals presented.

Duties & Responsibilities

1. Consider menus for each trip well in advance and plan daily menu for the tours in advance to ensure a variety of meal types and that all components are available or can be obtained as & when required.
2. Cook and supervise serving of each meal as may be required by providing direct supervision of Purser/Hostess.



3. Responsible for confirming any 'Special Dietary' requirements with the office and catering for these accordingly.
4. Monitor food usage in the galley & liaise with suppliers and office as necessary to place orders for new stock.
5. Monitor potential wastage in order to minimise waste and to reuse leftovers as may be practical and appropriate within food & hygiene regulations.
6. Assist with unloading deliveries received, stowage of items on the vessel and resolution of any discrepancies between orders and deliveries.
7. Responsible for monitoring, recording and signing off temperature controls of cooking and refrigeration units as well as maintaining the general hygiene standards throughout galley and in food service areas.

Other requirements

1. Regularly check guest feedback on meals and quality provided in order to ensure guest satisfaction.

Qualifications Required

- Certificate Level III in Commercial Cookery or similar
- Hygiene Certification & Safe Food Handling Certification.
- Valid current Western Australian Driving Licence, Class 'C'.

Skills, Knowledge, Abilities & Attitude Required / Selection Criteria

1. Attention to detail and knowledge of the vessel galley areas, together with an ability to work unsupervised, as it may apply to the work environment.
2. Qualified Chef Certification plus enough relevant experience, preferably in a similar environment. Experience with preparation & cooking of seafood is essential.
3. Pleasant outgoing personality and ability to relate to guests and staff in an appropriate manner that ensures respect for the significance of the position and effective communication is maintained.
4. Client service focus.
5. Intermediate computer skills.



By signing below, I acknowledge that I have read & understand the requirements of this Position Description:

Employee's Signature: _____

Printed Name: _____

Date: _____ / _____ / _____