

Position Description

POSITION TITLE:	Chef
AWARD:	Restaurant Industry Award MA000119
LEVEL:	Cook Grade 4 (Level 5)
RESPONSIBLE TO:	Award Level 5 and above

POSITION OVERVIEW

The primary responsibility of the Chef is to prepare, cook, and finish dishes with moderate complexity at a high standard and in a timely manner. In all aspects of your employment in this role, you must comply with food safety regulations, venue policies and staff guidelines.

MINIMUM REQUIREMENTS - ALL EMPLOYEES

All employees are required to review the Restaurant Industry Award 2011 MA000119 (Award) and gain an understanding of your rights and responsibilities as an employee covered under the Award. All employees are required to comply with local and state government food safety rules and The Liquor Act 1992 (Qld).

All employees are expected to respect the confidentiality of each individual, and to treat colleagues, suppliers, contractors and guests with courtesy and respect. All employees shall not use confidential information to gain advantage for themselves, their related persons, or for any other person or body, in ways, which are inconsistent with their obligation to act impartially. Nor should such information be used improperly to cause harm or detriment to any person, body or the venue.

All employees are required to take reasonable care for your own health and safety, and that of others who may be affected by your actions or omissions. You must also cooperate with any reasonable instruction, policy or procedure in relation to Work Health and Safety, and report incidents and hazards in accordance with reporting procedures.

All employees recognise and accept that multi-skilling is an essential component of their employment, and all employees may be required from time to time to undertake duties that are outside of their normal position description but within their skills, competency and capability.

All employees are expected to uphold our professional standards, including grooming and uniform standards, behaviour and ethics standards, and customer engagement standards.

SKILLS AND KNOWLEDGE - LEVEL 4

The Restaurant Industry Award definition for Cook Grade 4 (Level 5) means a chef de partie or equivalent who has completed an apprenticeship or passed the appropriate trade test or who has the appropriate level of training in cooking, butchering or pastry cooking and who performs any of the following:

- a) general and specialised duties, including supervision or training of kitchen employees; or
- b) ordering and stock control; or
- c) supervising other cooks and kitchen employees in a single kitchen establishment.

RELATIONSHIPS AND AUTHORITY

The Chef Grade 4 (Level 5) role is responsible to kitchen staff of higher levels. Kitchen Attendants, Cooks and Commis Chefs of lower levels may report to this role.

KEY PERFORMANCE INDICATORS (KPIs)

The performance of the Chef (Cook Grade 4, Level 5) will be measured to confirm whether minimum standards have been met, as well as the assumption that satisfactory performance in all lower level metrics continues to be met.

METRIC	DESCRIPTION
Specialized Cooking Skills & Creativity	<ul style="list-style-type: none">• Masters advanced cooking methods (e.g., sous-vide, confit, pastry fundamentals)• Experiments with plating artistry or creative flavor combinations• Adapts recipes for special dietary needs or venue-specific menus
Menu Planning & Innovation	<ul style="list-style-type: none">• Develops new menu items or seasonal specials in collaboration with head chef• Conducts trial runs, adjusting taste or presentation based on feedback• Stays updated on culinary trends, integrating them appropriately into the menu
Team Supervision & Mentorship	<ul style="list-style-type: none">• Provides leadership and direction to Cook Grades 1-3• Structures shift responsibilities, ensuring balanced workloads• Oversees staff training programs or orientation for newly hired cooks
Budget & Cost Management	<ul style="list-style-type: none">• Maintains portion control and recipes to align with profit margins• Analyses weekly or monthly costs (e.g., produce, protein) to identify improvement areas• Collaborates with management to set budget goals and track performance
Consistency in Quality & Plating	<ul style="list-style-type: none">• Conducts regular taste tests, maintaining high standard across all dishes• Guides team on plating refinement (e.g., finishing touches, portioning)• Addresses any dips in quality swiftly with coaching or revised procedures
Compliance & Risk Management	<ul style="list-style-type: none">• Monitors advanced safety protocols (e.g., allergen cross-contact, chemical handling)• Ensures compliance with local health inspectors and internal audits• Maintains thorough documentation of service logs, incident reports, or equipment checks
Professional Development & Leadership Growth	<ul style="list-style-type: none">• Seeks feedback from head chef or management to enhance leadership style• Attends workshops or industry events to stay current with culinary developments• Mentors high-potential cooks, identifying them for future advancements