

MS. FRANKIE POSITION DESCRIPTION

Vision:	To deliver an exceptional dining experience through simple, honest, and traditional food that brings people together - gives a taste of our family traditions.
Core Values:	Customer service; Attention to detail; Family heritage and traditions; Honesty & simplicity.
Position Title:	Sous Chef, Cremorne
Reports to:	Executive Chef
Reports:	In the absence of the Executive Chef, on any shift, the Sous Chef assumes responsibility for the Kitchen Operations.
Key objectives	Responsibilities
Kitchen Operations	<p>Working directly and in conjunction, with the Executive Chef, your responsibilities include, but are not limited to:</p> <ul style="list-style-type: none"> o Ensuring others, including yourself always maintain a clean work area. o Assist Executive Chef in all food preparation for Carlton, Cremorne and other areas as directed. o Ensure all recipes and menu dishes are created to the highest standards under the leadership of the Executive Chef. o Promote, communicate, and demonstrate Ms. Frankie's vision and values. o Work with & assist Executive Chef with all kitchen operations as required. o Adhere to all industry safety regulations and work practices. o Safe food handling always. o Daily check of all prepared food products are not out date and compliance to Australian Food Safety Standards. o Ensure temperature checks are completed and recorded on raw products when receipt of delivery. o Confirming supplier invoices are accurate to deliveries in the absence of the Executive Chef in the kitchen when these arrive. o Ensure all Food Safety Paperwork is up to date. o Oversee and responsible for rosters in conjunction with Executive Chef and budgeted parameters.
Core competencies	Definition
Teamwork	<ul style="list-style-type: none"> o Actively seeks to promote a collaborative working environment by developing positive relationships with colleagues and making self-accessible and approachable to team members o Encourages others to work in a team o Demonstrates commitment and leads by example
Leadership & Initiative	<ul style="list-style-type: none"> o To encourage the development of your colleagues o To identify shortfalls in current processes and generate ideas for improvement o Commitment to continuous improvement
Communication	<ul style="list-style-type: none"> o Confident and articulate communication style
Client Care	<ul style="list-style-type: none"> o Consistently delivers a high standard of customer service, going above and beyond to meet and exceed the needs of every diner o Returns calls / emails promptly o Follow up emails and phone calls regarding
Experience	
Technical Skills / Qualifications:	<ul style="list-style-type: none"> o Relevant certification or minimum 5 years' experience in hospitality and commercial cookery, ideally within a high-volume venue o Extensive food knowledge o Excellent food handling knowledge o Food Handlers Certificate
Attributes: (soft skills / personal characteristics)	<ul style="list-style-type: none"> o Demonstrated passion for hospitality industry o Outgoing, friendly demeanor with a commitment to exceptional service o Energetic, enthusiastic, can-do attitude will contribute to your ability to create a positive culture
Workplace Health & Safety (WHS)	
All employees must:	<p>Work safely to protect themselves and others from injury and follow all WHS instructions, for example:</p> <ul style="list-style-type: none"> o Wear all personal protective equipment provided o Follow safe work procedures o Not interfere with or misuse anything provided by the employer (equipment, signs, etc.) that is used to keep the workplace safe o Not remove or change machine guards

	<ul style="list-style-type: none">o Not behave in a way that puts themselves or others at risko Respond to a reasonable request to aid or provide first aid to an injured person at work. <p>Report any WHS issues, including hazards, injuries, illnesses and near misses.</p>
--	--