



# Heart Café Sous Chef

## Job Information Pack

This information package includes:

- Employment conditions
- Position description
- Selection criteria
- Application process

## Employment Conditions

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Employment basis: Permanent Full-Time

Hours: 38 hours per week, 5 day work week (including weekend work) on a rotating roster

Remuneration: Restaurant Industry Award 2020 – cook grade 5

Commencement: ASAP

### **About Heart Café**

Heart Cafe is Bondi's first social enterprise cafe, where diners can enjoy delicious, local dishes while helping to bridge the gap from unemployment to mainstream employment for disadvantaged young people as part of Wayside Chapel's Wingspan Project.

A social enterprise that successfully combines a high-end Bondi café with an employment pathway requires something extra from all of its staff members. We are a close knit and fun team who work together to maintain our reputation for exceptional food and customer service, whilst also upholding the highest standards of professionalism, respect for diversity, and unfaltering support for each other. We have set a staffing culture of continual learning, inclusion and support, where young people who have experienced disadvantage can step in and experience, perhaps for the first time, a workplace where they are respected, appreciated, and valued.

Our food is fresh, wholesome and locally sourced with each dish reflecting the unique flavours, colours and lifestyle of Bondi.

### **About The Wingspan Project**

Based in Bondi, The Wingspan Project refers to Wayside Chapel's youth employment pathway program, empowered by its social enterprises. Wingspan operates a three-step model which provides wrap around support to the young people; trains and employs them in the social enterprises, and then transitions them into sustainable mainstream employment over a flexible nine to eighteen month period. The Heart Café plays a pivotal part in the development of the young people in the Wingspan Project, by giving them the opportunity to gain practical, on-the-job, work experience and training within a supportive workplace. The young people

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Her Excellency the Honourable  
Margaret Beazley AO QC  
Governor of NSW

Pastor/CEO:  
Jon Owen

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step into trainee roles in the kitchen and front of house, and then progress into regular roles within the café team.

### **About Wayside Chapel**

Wayside Chapel has provided unconditional love, care and support for people on and around the streets of Sydney since 1964. Each year, thousands of people visit Wayside's two community centres in Kings Cross and Bondi for assistance in gaining equitable access to essential health, welfare, social and recreational services.

Our mission is creating community with no 'us and them'. We do this by breaking down the barriers of judgement and providing a safe place where people from all walks of life are welcome.

## **Position Description**

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<b>Reports to</b>	Head Chef
<b>Direct Reports</b>	Kitchen staff
<b>Location</b>	Heart Café, Bondi

### **Position Summary**

#### **Purpose of Position**

The Sous Chef is responsible for managing an efficient kitchen team and ensuring the highest standard and consistency in food preparation. The Sous Chef works closely with the Head Chef to oversee all kitchen activities, and to set within the kitchen team a staffing culture of utmost professionalism, respect, and a pride in work. The Sous Chef is responsible for overseeing, training, and supporting all kitchen staff, including the young people from the Wingspan program. The Sous Chef needs to be a team player, with strong communication skills, and the ability to work calmly and professionally within a fast-paced kitchen environment.

#### **Key accountabilities & responsibilities**

##### Leadership

- Lead the workplace and staffing culture within the kitchen team, developing positive work relationships and leading team cohesion, collaboration, and efficiency
- Ensure exceptional food and service standards are maintained
- Oversee the work and performance of all kitchen staff, and motivate staff to perform to the best of their ability
- Manage and resolve escalated complaints

##### People Management

- Supervise kitchen staff

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- Identify staffing and training needs within kitchen team and manage the ongoing training and development of staff

#### Preparation and Service

- Ensure that kitchen staff follow the recipes and make sure correct techniques are used at all times
- Ensure all prepared dishes meet required standards
- Ensure the knowledge and practice of Food Safety techniques, storage and labelling
- Ensure correct storage, labelling and rotation of deliveries and stock is upheld at all times throughout the day and instil "First in First out" FIFO, in accord with WHS standards

#### Cleaning and General

- Ensure kitchen is cleaned and maintained to the highest standard
- Oversee kitchen staff execution of the kitchen cleaning checklist
- Ensure cool rooms and fridges are checked, restocked and tidied at the end of each day
- Ensure all stoves/ovens/hoods/fridges and sections are pulled apart and cleaned, fitting in with the kitchen daily routine
- Ensure that all equipment is maintained in line with WHS standards

#### Administration

- Order produce as required

#### Workplace Health & Safety

- Accountable for complying with legislation and all Wayside WHS policies/procedures and instructions, reporting any hazards or safety issues to your manager and performing all tasks in a manner which guards against risk to self and others within the workplace

#### Selection Criteria

##### Essential

- Extensive experience in a commercial kitchen
- Experience managing a kitchen team
- Able to uphold a workplace culture of professionalism, respect, inclusion, positivity, and learning
- Able to effectively manage, train, and support disadvantaged young people involved in an employment pathway
- Completion of industry approved studies in Commercial Cookery
- Current Food Safety certificate
- Have well-developed communication skills
- Effective time management and effectively prioritise
- Ensure all files and records are up to date, including WHS and Equipment, Food Safety Plan requirements, team files and Work Training files

##### Desirable

- Experience working in a social enterprise
- Experience delivering training
- First Aid Certificate

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### Additional Information

- All offers of employment are subject to a satisfactory Criminal History Check and provision of a valid Working with Children Check prior to commencement.
- This position description and associated information should not be considered as comprehensive in its description of responsibilities, criteria or outcomes. It is indicative of the position. The Heart Café Chef can and will be asked to undertake duties within their competencies, skills and abilities and training that may not be mentioned in this document.
- The Heart Café Sous Chef should be aware that their position within Wayside Chapel is dynamic. Wayside Chapel expects continuing development, change and improvement of processes, practices, knowledge and skills

### Application Process

Applicants should send a copy of their resume and a cover letter that outlines how your skills and experience meet the job requirements to [recruitment@thewaysidechapel.com](mailto:recruitment@thewaysidechapel.com) by **30th October 2020**

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