



## CHEF/KITCHEN MANAGER (Full Time)

### *Position Description*

<b>Department:</b> CMS Conference Centre Business & Facilities	<b>Location:</b> CMS Conference Centre - Katoomba
<b>Reports to:</b> Stephen Holland (CMS Conference Centre Manager)	<b>Review Dates:</b> 3-month probationary review, 12-month annual review
<b>CMS Vision and Purpose:</b>  <b>Our Vision:</b> A world that knows Jesus  <b>Our Purpose:</b> We work with churches to set apart, equip and support long-term workers who cross cultures to share the gospel of our Lord Jesus Christ.	<b>CMS Mission:</b>  As we seek to see a world that knows Jesus, and conscious of our responsibility to peoples in our near neighbour region, the mission of CMS is: <ul style="list-style-type: none"> <li>• To reach gospel-poor peoples for Christ</li> <li>• To equip Christian leaders for church and society</li> <li>• To engage churches in cross-cultural mission.</li> </ul>
<b>Primary Objective of Department:</b>  To enable and resource CMS missionaries, churches and individual supporters to actively express their partnership in world mission.	<b>Position Purpose:</b>  As a Chef/Kitchen Manager, you would use your knowledge and experience of professional cooking to efficiently run a kitchen at the CMS Conference Centre.  In this job you will need good leadership skills. You will need to work quickly and calmly when under pressure. You will also need to control a budget.  If you are interested in food and you can lead a team in an organised way, this job could be perfect for you.

KEY ACCOUNTABILITIES	
Key Performance Area	Expected Outcomes
1. Catering	<ul style="list-style-type: none"> <li>• Prepare and present meals in an attractive manner and on time to groups, making them feel welcome and cared for. Key elements include:</li> <li>• Menu planning</li> <li>• Making sure food is of the right quality and price and is produced on time</li> <li>• Stock control</li> </ul>

	<ul style="list-style-type: none"> <li>• Ordering and receiving of food supplies</li> <li>• Controlling a budget and keeping accurate records</li> <li>• Comprehensive knowledge of special diets and nutrition</li> <li>• Budgeting</li> <li>• Payments</li> <li>• Correct storage of food.</li> <li>• Record keeping of fridge and freezer temperatures.</li> <li>• Kitchen to be kept in compliance with BMCC health inspection guidelines.</li> <li>• Managing health and hygiene procedures</li> </ul>
2. Group care	<ul style="list-style-type: none"> <li>• Assist Groups so that their experience at the Conference Centre will be beneficial.</li> <li>• Be prepared to be rostered 'on call' when Groups are on site.</li> </ul>
3. Property Maintenance	<ul style="list-style-type: none"> <li>• Supervise and assist with maintenance tasks including (but not limited to):</li> <li>• cleaning,</li> <li>• general maintenance and care of buildings, equipment and site facilities.</li> <li>• gardens and lawns,</li> <li>• design and implement programs for spring cleaning &amp; scheduled maintenance ensuring all essential services are in good working order e.g, electrical &amp; gas appliances.</li> </ul>
4. Administration	<ul style="list-style-type: none"> <li>• All aspects of computerised record keeping.</li> <li>• Management of group bookings - from enquirers to confirmation of bookings.</li> <li>• General office work as required.</li> </ul>
5. Event Management	<ul style="list-style-type: none"> <li>• Provide effective organisational and administrative assistance to the CMS Conference Centre and CMS office staff in their planning, organisation, registration of attendees and implementation of CMS events. This may require occasional weekend or evening work.</li> <li>• Work as part of the CMS team to organise and run CMS Summer School at the CMS Conference Centre. This will require attendance at the Summer School.</li> <li>• Assist the Conference Centre Manager with the hiring and coordinating of casual staff, including staff rosters, keeping staff informed and up to date on safety and hygiene information.</li> </ul>

6. Understudy and relieve manager

- Understudy and relieve manager during annual leave and rostered days off.

## ESSENTIAL VALUES, SKILLS & QUALIFICATIONS

### Values:

- To be a growing Christian who is committed to the vision and ethos of CMS NSW & ACT. To be passionate about gospel world mission, and seeing churches and individuals actively work as partners in this mission.
- Team work and a servant heart.

### Skills:

- Demonstrated experience in commercial catering or institutionalised environments
- a creative interest in food and cookery
- strong communication skills leadership and management skills
- the ability to organise and plan your own work and that of others
- the ability to control financials, costs and quality
- the ability to work under pressure to deal calmly with unexpected situations and crises
- high standards of cleanliness and hygiene, with an understanding of food safety procedures
- stamina with the ability to cope in a hot and busy kitchen
- High level of organisational ability and able to prioritise competing demands
- Competent in the use of Microsoft Outlook and Office applications
- a strong KPI focus
- Natural ability to inspire and lead your team
- Exceptional communication skills, both verbal and written with a keen eye for detail

### Qualifications:

- Hygiene and Food Safety Certificate in Food Handling (essential)
- Certificate in Food Safety Supervisor (highly regarded)
- Certificate in Commercial Cookery (desired)

## SAFE MINISTRY REQUIREMENTS

CMS has zero tolerance for child abuse and therefore, has requirements to ensure the safety of children and vulnerable people, including those from Indigenous and/or cultural and/or linguistically diverse backgrounds, and/or with a disability.

Employment in this position is conditional on the person:

- Complying with the NSW Commission for Children and Young People Act 1998 (NSW) and clearance issued through the NSW Government Office of the Children's Guardian (Working With Children Check)

- Satisfying a Police Check
- Having Safe Ministry Training (or equivalent) completion verified
- Consenting to undergo a Professional Standards Network Check
- Agreeing to abide by the CMS Code of Conduct – contained in the Faithfulness in Missionary Service book (FiMS).

**WORKPLACE HEALTH & SAFETY AND EQUAL EMPLOYMENT OPPORTUNITY**

As a worker at CMS you must:

- Take reasonable care for your own health and safety
- Take reasonable care for the health and safety of others
- Comply with any reasonable instructions, policies and procedures given by CMS in the workplace.

You have a responsibility to comply with Equal Employment Opportunity legislation and the associated CMS policies and procedures.

Declaration	Occupant	Supervisor
I understand and accept the responsibilities as outlined.	Signature:    Date:	Signature:    Date: