



KINROSS WOLAROI  
— SCHOOL —

# Duty Chef

Candidate Information Pack

Closing Date: 26 March 2023

March 2023



## About Kinross Wolaroi School

Kinross Wolaroi School is a co-educational Independent School of the Uniting Church. The School has a strong history of excellent academic results along with a diverse co-curricular program. Kinross Wolaroi School is a non-selective school with over 1100 students (including 330 boarders in Years 7 to 12), located in the NSW Central Tablelands in the city of Orange. The School has a proud tradition of educating young people in an environment where ideals are based solidly on friendship, spirituality, the security of family values, hard work and the pursuit of excellence to the very best of one's ability. The School offers the unique opportunity for co-educational learning with separate boarding sites for boys and girls. Students are provided with a holistic education with a varied curriculum to meet the diverse needs of our students.

The School has two main campuses. The main campus, called Wolaroi, is a picturesque campus of 20 hectares and accommodates the main teaching facilities as well as the boarding facilities for boys boarding. A second campus, called PLC, is located approximately five kilometres west of the main campus (on the opposite side of the city of Orange) and houses the girls' boarding facilities, a number of staff residences, a recreation and examination centre, an outdoor swimming pool and playing fields.

All classroom activities (the normal school day activities) for all students enrolled in the Early Childhood Centre and in classes from Kindergarten to Year 12 occur on the Wolaroi Campus. The main campus also includes a performance theatre, an auditorium, a sports complex including gymnasium and indoor swimming facilities, a medical centre as well as five playing fields.

## Further Information

For more information on the organisation, please visit [www.kws.nsw.edu.au](http://www.kws.nsw.edu.au).

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## POSITION OBJECTIVES & RESPONSIBILITIES

KWS is home to a Boarding community of 350 students and the staff who care for them. The School operates two boarding facilities – the main campus at Wolaroi, which is home to 150 boys accommodated in four boarding houses and the PLC Site, which is the location of the four boarding houses where 150 girls reside. The main kitchen facility is located on Wolaroi with a smaller satellite operation on the PLC site. The School employs a roster of Duty Chefs who work to provide high-quality and fresh-cooked meals across both sites.

The Duty Chef roster operates seven days per week and covers the span of hours for breakfast, lunch and dinner. Each Duty Chef can expect to work five days out of seven as a normal week. On rotation, this will include regular periods of weekend work.

When on duty, the Duty Chef leads and directs the activities of the kitchen staff on a day-to-day basis. The Duty Chef works closely with the Catering Manager to ensure that catering services at KWS are delivered on a high-quality basis and provide menus that excite and enthuse the boarding students.

The Duty Chef will liaise with:

- Principal
  - Head of Girls Boarding
  - Catering Manager
  - Boarding Students
  - External Suppliers
  - Health Centre
  - Business Manager
  - Head of Boys Boarding
  - Kitchen Staff
  - Boarding Families
  - External Visitors
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## POSITION DESCRIPTION

Duties related to the position include, but are not limited to the following:

Key Word	Duties
Meal Preparation	<ul style="list-style-type: none"><li>• Supervise the preparation of all food during the shift</li><li>• Cooking meals in accordance with the approved menu plans</li><li>• Ensuring all food is prepared as per food preparation requirements</li><li>• Ensuring meals are produced on time, and in sufficient quantities to meet demand in accordance with the food management plan and approved menus</li></ul>
Supervision	<ul style="list-style-type: none"><li>• Ensure all staff are aware of their duties and what is expected of them</li><li>• Teach new staff skills they require to perform their roles to the required standard</li><li>• Delegate duties to kitchen staff as per the menu requirements</li><li>• Oversee and monitor the work of the kitchen staff to ensure all tasks are accomplished</li></ul>



Key Word	Duties
Catering Management	<ul style="list-style-type: none"><li>• Assist the Catering Manager in the management of the kitchen</li><li>• Ensuring wastage is minimised by careful supervision of food preparation methods</li><li>• Ensuring proper hygienic storage methods are utilised to prevent food loss</li><li>• Ensuring the security of all alcoholic and non-alcoholic drink stocks</li><li>• when required, overseeing the ordering and control of stock levels</li></ul>
Workplace Health and Safety	<ul style="list-style-type: none"><li>• Adhere to and implement all safe working practices and procedures in accordance with KWS Workplace Health and Safety policies and procedures.</li><li>• Monitor and take full care of health and safety of self and others within the areas of responsibility assigned to the position</li><li>• Participate in the resolution of safety issues</li><li>• Ensure that the following safety protocols are observed by staff</li><li>• Correct use, cleaning and storage of knives and cutting equipment</li><li>• Ensure correct lifting and carrying of equipment and food products</li><li>• Use of correct protective equipment when cleaning</li><li>• Correct use of chemicals and strict adherence to manufacturers guidelines</li><li>• Uniforms are clean and worn during hours of work only on work premises</li></ul>



Key Word	Duties
<b>General Requirements</b>	<ul style="list-style-type: none"><li>• Undertake other duties as directed by the Catering that are consistent with the employee's skills, training and experience.</li></ul>

## Professional Review

This position description as outlined above is intended as a framework for professional review. The School reserves the right to alter roles and responsibilities requirements as required .

## Reporting

The Principal holds ultimate administrative responsibility however for practical purposes these responsibilities are delegated to the Business Manager. For day-to-day operational matters, the role will be responsive to the directions of the Catering Manager (your supervisor).

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## Selection Criteria

General Expectations for staff at KWS:

Support for the culture of an Independent Uniting Church School is an essential prerequisite for all employees of the School.

Serve as good ambassadors of the School. This includes conducting oneself in accordance with the professional standards of the School, including being well-groomed and wearing appropriate professional attire.

Take an active interest in the general life of the School - supporting policies, procedures, aims and objectives in order to facilitate the day-to-day operation of, and promote a high quality of education within, the School.

Attend staff meetings and training when required.

Ensure all students and parents are provided with a quality service in a timely, efficient and friendly manner.

Maintain professional confidentiality concerning information about staff and/or students and their families.

Act as a member of a team, developing and supporting the philosophy and ethos of the team.

Ensure that all documents are prepared and presented in accordance with the School's Writing Protocol.

## Working with Children Clearance

The New South Wales Child Protection (Working with Children) Act 2012 No 51 applies for anyone working in child related employment. It is expected that a verified Working Children's Check Clearance will be provided before commencement of duty for any role at the School and that the employee will ensure that this clearance is maintained and updated as required whilst ever employed at KWS.

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## Workplace Health & Safety

Proactively remain informed of WHS legislative and associated requirements (as employer makes information available, employee is to take steps to understand how it applies to self)

Observe Kinross Wolaroi School WHS Protocol

Identify WHS information and training needs for self

Be involved in WHS projects according to priorities set by consultative processes and management direction

Comply with WHS initiatives as directed and agreed with management and consultative processes

Comply with safe work procedures as instructed by supervisor or manager

Comply with legal and reasonable instructions from employer representatives

Report all hazards, accidents and incidents to your supervisor and comply with WHS committee recommendations

## Personal Qualities

Highly developed interpersonal skills with the ability to develop and maintain constructive working relationships

Cheerful disposition

Ability to remain calm under pressure

Willingness to support the mission and values of KWS

Demonstrate a high degree of discretion, initiative and personal organisation

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## Essential Criteria

Formal qualifications as a qualified chef are essential

Demonstrated experience as a chef in a large industrial kitchen and dining-hall environment

Possess a solid knowledge of food safety and handling

Demonstrated ability to prioritise and multi-task

Ability to work accurately and with minimal supervision

Possess excellent customer service and communication skills

The ability to communicate effectively with supervisors, students and external customer groups

Have a commitment to a harassment-free workplace and support of colleagues

Be organised regarding day-to-day routine and detail

Be punctual and reliable in relation to duty days and times

Be of good health and physical fitness and able to maintain output in a physical environment

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## Appointment Conditions

Employment will be offered on the basis of a casual position commencing by negotiation.

Rostered hours may commence from 6am and the latest a normal shift will end is 7pm on any day. The kitchen operates across the week from Monday to Sunday.

The terms of employment are governed by the *Independent Schools NSW (Support and Operational Staff) Multi-Enterprise Agreement 2021 (MEA)* as it applies from time to time, or any industrial instrument that replaces the MEA. The position of Duty Chef is classified as General Operational Staff Level 5 of the MEA. In 2022 the annual salary for Duty Chef is \$55,119 (FTE). The casual rate is \$34.77 per hour inclusive of casual loading.

Comprehensive terms and conditions of appointment will be the subject of a separate employment agreement.

## Right to Work in Australia

Kinross Wolaroi School is not in a position to sponsor entry into Australia. In applying for an Australian based position, you will be expected to already have a valid Australian work permit (permanent residency or applicable work visa). Information on Australian visas and working entitlements are available from the Department of Immigration.

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## Application

To make a confidential enquiry about the position, please contact Madeleine Bennett, Human Resources Advisor on [mbennett@kws.nsw.edu.au](mailto:mbennett@kws.nsw.edu.au)

Before submitting your application, please ensure that you have:

- Carefully reviewed the position description and ensure that you understand the role you are applying for and that it is suited to your skills, experience and qualifications.
- Your cover letter is the School's first opportunity to assess your suitability for the position. Your letter should provide insight into not only what you have achieved but also who you are.
- Please ensure that you have addressed the Essential Criteria in your Cover letter.
- Ensure that your CV clearly outlines your qualifications (including the institution and the date completed), career history and current contact details.
- You will need to include at least two referees at the end of your CV. Please provide referees names and current positions. Referees will not be contacted without your prior agreement.

Cover letter and CV can be submitted to [mbennett@kws.nsw.edu.au](mailto:mbennett@kws.nsw.edu.au)

or addressed to

Madeleine Bennett  
Human Resources Advisor  
Kinross Wolaroi School  
Locked bag 4  
Orange NSW 2800

*Preferred applicants will be screened in accordance with Child Protection legislation.*

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