

Position Title:	Executive Chef
Division:	Customer Experience
Department:	Hospitality
Classification / Level:	Job Grade 11
Ordinary working hours & days:	Work is dependent on theatre, restaurant and function activity. This will include afternoons, evenings and weekends.
Reporting to:	Manager, Hospitality
Positions reporting to this role:	Head Chef Chefs Cooks Cook and Greenroom Attendant Kitchenhand
Significant working relationships:	Hospitality team including Food & Beverage and Events team Head of Customer Experience Management team Suppliers Partners
Decision Making/Purchasing Authority:	In line with AFC delegations of authority
Special Conditions:	Flexibility with hours of work which are dependent on theatre and venue activity and will include days, evenings, and weekend work outside of ordinary hours. It is a mandatory requirement for applicants recommended for appointment to this position to undertake a pre-employment medical assessment by AFCT's nominated medical practitioner assessing the physical elements of Hospitality
Information on Adelaide Festival Centre	Adelaide Festival Centre is central to the arts in South Australia and an integral part of community life in the state. Adelaide Festival Centre welcomes the community, artists and companies and provides arts leadership in SA. We celebrate and showcase Australian artistic achievements, develop them for a world audience and bring stimulating ideas and projects to our state. Adelaide Festival Centre is located on Kaurna Yarta. We respect First Nations people around Australia and acknowledge the Kaurna people as the traditional custodians of the Adelaide Plains. We honour their relationship with country, and we do so in the spirit of reconciliation.

Department Overview	<p>The Hospitality Department plays a vital role setting and delivering a high quality customer experience for all visitors, staff and artists at Adelaide Festival Centre. The department is a service provider to shows and events held within Adelaide Festival Centre venues. External and internal functions are also key contributors to the department's revenue stream.</p> <p>In the Hospitality Department, we believe "OK is not OK." We set high standards, pay attention to detail, and aim to deliver great guest experiences. We value respectful, inclusive interactions and foster a supportive team environment across all areas. With a mindset of learning and growth, we adapt to change, encourage new ideas, and welcome contributions from everyone. We work together, lead by example, and support each other to build the future of our hospitality services.</p>
Summary of Key Purpose:	<p>The Executive Chef leads the creation and delivery of innovative, high-quality food experiences across all Adelaide Festival Centre venues, including Her Majesty's Theatre.</p> <p>This leadership role oversees and inspires the kitchen team, fostering a positive, high-performance culture while managing all aspects of menu design, costing, and production for restaurants, functions, and bars.</p> <p>The Executive Chef ensures each area is profitable, showcases modern Australian cuisine enriched by diverse cultural influences, and upholds the highest standards of food safety and presentation.</p> <p>With a strong focus on guest satisfaction, this role responds to emerging culinary trends, elevates the customer experience, and drives business growth through exceptional dining and event offerings.</p>

Key Result Area / Accountabilities:
Create and maintain a unique, contemporary dining experience for patrons at Adelaide Festival Centre and Her Majesty's Theatre, including an Adelaide Festival Centre concept restaurant that is open for all day dining for 150 pax.
Craft menus (restaurant, functions, canape's, cafe, etc) that honour the South Australian landscape, enriched by the diverse cultural flavours of our community.
Craft vegan/vegetarian, dairy-free, and coeliac-safe dishes that ensure every guest enjoys an equal experience in quality, flavour, and value.
Plan and execute catering for corporate events, donors, VIPs, weddings, special events, and large banquets exceeding 300 guests.
Develop and implement strategies for efficient and profitable operations across all Adelaide Festival Centre food operations.
Design, cost and execute seasonal food offerings consistent with the strategic vision for customer experience at Adelaide Festival Centre venues including restaurants, bars, indoor and outdoor events, corporate boxes, and function spaces.
Design and deliver signature dishes and bespoke dining experiences that connect with shows and events and elevate Adelaide Festival Centre's reputation.

Purchase food and supplies from vendors approved by the company within the allocated budget, and monitor inventory to control and minimise waste and loss.
Maintain comprehensive product knowledge including ingredients, equipment, suppliers, markets and current trends and manage kitchen operations accordingly.
Maintain food preparation and hygiene standards in the kitchens and surrounding area in accordance with company standards and SA Health regulations.
Set an uphold kitchen policies and procedures for all areas of the operation.
Represent Adelaide Festival Centre at media events, promotional activities and activations.
Continuously seek ways to elevate the Adelaide Festival Centre customer experience and drive business growth.
Champion innovation and profitability across the food division, crafting offerings that delight guests and keep pace with the culinary trends.
Lead and motivate the kitchen team to foster a safe, healthy, high performing work environment.
Foster a positive kitchen culture that promotes accountability and professional growth. Conduct regular performance and development reviews.
Manage the recruitment, training, rostering, performance and development reviews, and leave management of the kitchen team.
Manage third party labour hire to fulfil staffing requirements during peak periods.
General
Perform any other duties as directed by the manager, within level of skills, experience and competence.
Always provide outstanding customer service by demonstrating respect, listening to and working with our customers, both internal and external, to achieve positive outcomes, where possible, for all involved.
At all times behave in a manner which is conducive to the values and expected behaviours at the Festival Centre and consistent with those prescribed in the Code of Ethics for the South Australian Public Sector.
Demonstrate appropriate behaviour and adhere to all Adelaide Festival Centre policies and procedures, including but not limited to equal employment opportunity and respectful behaviour the workplace
EBMS (Event Business Management System)
Employees are responsible for ensuring that they attend compulsory EBMS Training and seek further EBMS Training as needed to perform their role.
Records Management
All records created within the conduct of AFCT business to be managed in accordance with AFCT's Record Management Policy, associated policies, procedures and legislation.
Work Health & Safety Responsibilities (WH&S)
Care of your own health and safety and the health and safety of others.
Comply with any reasonable instruction from the Adelaide Festival Centre, so far as you are reasonably able.

Cooperate with all reasonable Department of the Premier and Cabinet and Adelaide Festival Centre policies and procedures.
Demonstrate leadership and commitment to WHS through consultation, cooperation, and collaboration on WHS matters and ensuring clear and appropriate communication with all parties.
Comply with the WHS legislation by adhering to the WHS requirements set out in the Adelaide Festival Centre Trust's WHS management system.
<p>Comply with and ensure the compliance to WHS by others (employees, visitors, and contractors) so far as you are reasonably able within your area of operation, by:</p> <ul style="list-style-type: none"> • Implementing policies and procedures established for the operations of the Adelaide Festival Centre Trust. • Ensuring people coming on-site are fully inducted, as far as practicable and relevant in AFCT WHS and Injury Management policies and procedures. • Ensuring staff are appropriately trained in safe work practices and that appropriate time and resources are made available for training to be undertaken. • Ensuring the workplace is maintained in a safe condition. • Monitoring work and operations to ensure persons within your area of operation meet fitness for work standards (not intoxicated from alcohol or drugs and are able to undertake the demands of their work without impediment.) • Ensuring hazards, incidents, injury, or illness arising from workplace activities are reported immediately or within 24 hours through the AFCT reporting mechanisms, with investigation and remedial actions undertaken and completed in a timely manner. • Ensuring site inspections and audits are undertaken and participated in, and risk assessments and remedial actions are undertaken and completed. • Ensuring all safety and emergency equipment provided in your area of operation and throughout the workplace is used appropriately and correctly when required. • Ensuring Personal Protective Equipment (PPE) is worn by anyone that is exposed to hazards/risks where PPE is identified as a control and ensure PPE is maintained as per safety directions. • Following and ensuring others follow any reasonable instructions for health, safety, and wellbeing.

Key Competencies:	Requirement
Qualifications / Education	
Certificate III in Commercial Cookery or equivalent	Essential
Knowledge / Skills / Abilities	
A passion for the culinary experience	Essential
Interest in the arts and entertainment industry	Highly Desirable
Strategic leadership	Essential
Proven ability to monitor and control cost/profit relationships in a commercial kitchen environment	Essential
Proven ability to develop, implement, monitor and maintain consistent standards relating to quality, presentation and hygiene	Essential
Ability to consult, collaborate and effectively communicate and provide advice to a broad range of people in a range of contexts	Essential
Ability to work calmly and purposefully while under pressure	Essential
Computer literacy skills with standard Microsoft packages	Essential
Computer literacy skills with rostering system Human Force and scheduling system Momentus Enterprise (Ungerboeck)	Desirable
Accounting and numerical skills to manage costing and cost control	Essential
Successful completion of pre-employment medical assessment	Essential
Experience	
Significant experience as a head or executive chef in a significant high end catering or sizeable restaurant operation	Essential
Comprehensive experience cooking and designing modern Australian menus, enriched by diverse culinary influences	Essential
Design and costing of contemporary and innovative menus for a la carte, functions, and catering	Essential
Team leadership experience including recruitment, selection, training, rostering, performance appraisals, leave management and leading by example	Essential

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Signature of Incumbent:

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Signature of Manager:

Date:.....

Date:.....