

Position Title:	Pastry Chef
Department:	Hospitality
Classification/Level:	PAC Trade 5
Ordinary working hours and days	Work is dependent on theatre and function activity.
Reports to:	Head Chef Manager, Hospitality
Positions reporting to this role	Nil
Significant working relationships:	<ul style="list-style-type: none"> • Manager, Hospitality • Hospitality Executive • Chef • Casual kitchen staff • Senior Event Sales Executive & Coordinator • Internal customers (Festival Centre staff) • External customers (general public, other theatre and arts companies, visitors, artists etc)
Decision making/ purchasing authority:	Nil
Special Conditions:	A seven-day roster which will include evening work
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
Department overview	The Food & Beverage department is a service provider to shows and events being held within Adelaide Festival Centre venues. External and internal functions are key contributors to the Food & Beverage department's revenue stream.
Summary of key purpose:	Supporting Head Chef in the efficient production of food for internal functions and bars, with consistent emphasis on quality, presentation, food safety and hygiene.

Key Result Area / Accountabilities:
Assist Head Chef in producing the right quantity of food at the highest standard for the required number of people, on time and by the most effective and efficient use of staff equipment and materials.
Maintain comprehensive product knowledge including ingredients, equipment, suppliers, markets and current trends.
May work independently without constant supervision.
Provide a high level of customer service to all customers of Adelaide Festival Centre, including the general public, staff, artists and other visitors.
Maintain high levels of food hygiene and safe work practice.
Support Food & Beverage programs and initiatives as required.
Ensure standards are maintained for all kitchen personnel to develop a capable, professional, efficient and well-groomed kitchen team.
Perform any other duties as directed by the Head Chef or Sous Chef, within level of skills, experience and competence.
Provide outstanding customer service on a daily basis by demonstrating respect, listening to and working with our customers, both internal and external, to achieve positive outcomes, where possible, for all involved
Be aware of and implement Adelaide Festival Centre policies and procedures including Customer Service Guidelines and Records Management.
At all times behave in a manner which is conducive to the values and expected behaviours at the Festival Centre.
Work Health & Safety Responsibilities (WHS)
Comply with Adelaide Festival Centre Occupational Health, Safety & Welfare policies and procedures by ensuring you protect your own safety within the workplace.
Provide input into OHS&W strategies within the workplace.
Report to the Risk Management Coordinator any unsafe working conditions or practices which could adversely affect your or any others', health and safety.
Promote and implement policies and procedures in relation to EEO and the prevention of Bullying and Sexual Harassment in the workplace
At all times behave in a manner which is conducive to the values and expected behaviours at the Festival Centre.
Undertake other legal instructions as requested within level of competence.
Ensure the foyers and surrounding areas are clean and tidy, identifying and reporting any hazards to the Shift Supervisor or Shift Team Leader.
Ensure the health, safety and welfare of all patrons, colleagues, visitors and yourself by working in accordance with the Patron Services Standard Operating Procedures, guidelines and work instructions.

Key Competencies:	Requirement:
Qualification/Education	
Commercial Cookery Certificate or equivalent	Essential
Knowledge/Skills/Abilities	
Significant experience as a Pastry Chef	Essential
Significant knowledge and experience working within the food, hospitality or catering industry in a significant catering or sizeable restaurant operation.	Essential
Be physically fit with unrestricted ability to lift, bend, stretch and twist.	Essential
Proven ability to monitor and maintain consistent standards relating to quality, presentation and hygiene	Essential
Ability to work calmly and purposefully while under pressure	Essential
Computer literacy skills with standard Microsoft packages	Essential
Knowledge of OHS&W and Food Safety requirements	Essential
Excellent interpersonal and communication skills	Essential
Outstanding customer service skills and experience	Essential
Demonstrated ability in monitoring and controlling cost/ profit relationships in catering/ restaurant environment	Desirable
Experience in managing and motivating staff	Desirable
Experience	
Proven ability to work in a fast-paced environment and prioritise workload	Essential
Experience participating within a team	Essential

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Signature of Incumbent:

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Date: