

Thank you for your interest in the position of:

## Qualified Chef / Cook @ The Forge Pizzeria



Please find below some information about the position and how to apply.

If you have any additional questions about this position, please contact our Human Resources Manager, Stacey McCartin on 53 376 635 or [info@theforgepizzeria.com](mailto:info@theforgepizzeria.com)

<b><u>QUALIFIED CHEF / COOK</u></b>	
<b>Employment Status:</b>	Ongoing
<b>Employment Type:</b>	Full time <i>* Applicants seeking part time employment or a traineeship will also be considered.</i>
<b>Commencement Date:</b>	To be negotiated
<b>Hours:</b>	To be worked to an agreed roster. Will be required to work weekends and evenings.
<b>Location:</b>	Restaurant, 14 Armstrong Street North, Ballarat and/or 1771 Sturt Street, Ballarat Housey Housey, 12 Armstrong Street North, Ballarat Off-site events with the Mobile Catering service
<b>Agreement:</b>	Restaurant Industry Award 2010
<b>Classification:</b>	<ul style="list-style-type: none"><li>• Level 3 (Cook Grade 2) to Level 4 (Cook Grade 3)</li><li>• Current apprentices will also be considered</li></ul>
<b>Salary:</b>	Dependent on skills and experience
<b>Probationary Period:</b>	This position may be subject to a 6-month probationary period.
<b>Leave:</b>	All leave entitlements (eg. personal leave, annual leave) are paid in accordance with the Restaurant Industry Award 2010 and the National Employment Standards.
<b>Pre-Employment Medical:</b>	It may be a condition of employment that applicants undertake a pre-employment medical examination at the cost of The Forge Pizzeria. The medical examination is to certify if the successful applicant is capable of carrying out the physical demands of the position.

### HOW TO APPLY

If you are interested in this position, please complete an Application Form and send, along with a current resume, to:

The Forge Pizzeria  
Att: Stacey McCartin  
14 Armstrong St Nth  
BALLARAT VIC 3350

OR [info@theforgepizzeria.com](mailto:info@theforgepizzeria.com)  
(Include position title in subject)  
**BY WEDNESDAY 6 JUNE 2018**

# Position Description



<b>TITLE:</b>	<b>Qualified Chef / Cook</b>
<b>CLASSIFICATION:</b>	<b>Level 3 (Cook Grade 2) to Level 4 (Cook Grade 3), or Apprenticeship</b>
<b>AWARD:</b>	<b>Restaurant Industry Award 2010</b>
<b>INCUMBENT:</b>	
<b>REPORTS TO:</b>	<b>Head Chef Sous Chef</b>
<b>WORK LOCATION:</b>	<b>14 Armstrong Street North, Ballarat, 1771 Sturt Street, Alfredton, 12 Armstrong Street North, Ballarat, and / or Other off-site events and functions</b>

## CONTEXT

Established in 2010 by brothers Chris and Tim Matthews, The Forge Pizzeria creates delicious woodfired pizzas and a contemporary Italian menu, with a focus on fresh local produce and high quality deli ingredients. We pride ourselves on perfection, passion and a fun, laid-back atmosphere.

The current business areas are:

### **Central Ballarat Restaurant**

Location: 14 Armstrong Street North, Ballarat

Capacity: 200-seat restaurant, with outdoor dining options available.

Style: Providing a full restaurant service with a contemporary Italian menu.

Operating since: October 2012

Operating hours: 12pm to 10pm, Monday to Sunday

### **Alfredton Restaurant**

Location: 1771 Sturt Street, Alfredton

Capacity: 20-seat restaurant, with outdoor dining options available.

Style: Predominantly takeaway woodfired pizzas. Dining in and other menu options available.

Operating since: October 2010

Operating hours: 12pm to 9pm, Monday to Friday; 4.30pm to 9pm Saturday and Sunday

### **Housey Housey Functions and Event Space**

Location: 12 Armstrong Street North, Ballarat

Capacity: 300 standing; 250 sit-down

Style: A functional and adaptable space suitable for a wide range of functions and events.

Operating since: December 2015

### **Mobile Catering Service (Rolling Ovens)**

What: Three woodfired pizza ovens on trailers with portable storage and food preparation equipment that can be transported off-site for a variety of private and public events and festivals.

Operating since: December 2011

## **ABOUT THE ROLE**

This role is responsible for consistently producing quality dishes in a timely manner whilst displaying a strong focus on a quality customer service experience. The successful applicant will be required to work unsupervised occasionally, and also within a team environment.

If working at a higher level (Levels 3 and 4), the successful applicant may be responsible for the supervision of lower level staff, coordinating functions, ordering of stock and may also contribute to product and menu development.

## **DUTY OF CARE**

The successful applicant will be required to fulfil all duties, as outlined in this position description, to the best of their ability. They will always act with the best interests and intentions of The Forge Pizzeria brand and the company, and will treat customers, staff and others with respect and courtesy.

## **DECISION MAKING**

The successful applicant will be required to perform all duties as outlined in this position description, and with guidance and support available from the Head Chef (or Sous Chef), will be responsible for making decisions relating to the preparation and services of meals, and the organisation of the kitchen and storage areas.

## **BUSINESS RELATIONSHIPS**

Reports to:	Head Chef Sous Chef (in the absence of the Head Chef)
Internal Liaisons:	Front of House Staff Back of House Staff Events Staff Front of House Manager General Manager Directors
Supervises:	Depending on the level of the role, this position may supervise: Level 1 Back of House Staff Level 2 Back of House Staff Apprentices

## **DUTIES**

The role of Qualified Chef / Cook consists of:

- The preparation, cooking and service of meals.
- Operating commercial cooking equipment, including, but not limited to, fryers, ovens, slicers and stoves.
- General kitchen cleaning duties, such as dish washing and equipment cleaning.
- Clearly communicating with other employees and management.
- Working with management to ensure the effective operation and the delivery of a quality product at The Forge Pizzeria.
- Ensuring a safe and compliant environment for restaurant employees and customers.
- Compliance to the Food and Safety Program; including but not limited to; accurate temperature logs, accurate delivery logs, maintenance documentation, adherence to

cleaning schedules and development of any additional materials to ensure a high standard is developed and maintained.

- Performing administration tasks when required.
- This role will be allocated a specific role within the Back of House area during a shift, relevant to the needs of the business, and the incumbent's skills and experience. The Back of House area consists of the following roles:
- Pizza:
  - Pizza Stretcher - stretching the dough ball into a pizza base, ready for the pizza to be made.
  - Pizza Maker - adding the specified ingredients to the pizza base.
  - Wood Fired Oven - cooking the pizza and other dishes in the woodfired oven.
- Kitchen:
  - Pasta - assemble and prepare ingredients for of all pasta and risotto meals.
  - Larder - assemble and prepare ingredients for all items not requiring cooking, eg. salads, desserts.
  - Grill - assemble and prepare ingredients for all other cooked items.
  - Functions – assemble and prepare all food items for functions, and adhering to event schedules.
- Support
  - Prep - preparing all food items ready for service period and functions.
  - Kitchen porter - cleaning dishes and kitchen hand duties.
  - Pass - check of all meals prior to being served to the customer

If appointed at a Level 3 or Level 4, the incumbent will also be required to:

- Delegate tasks to Back of House staff and Apprentices, including, but not limited to, cleaning schedules, food prep and service tasks.
- Assist with the management of immediate rosters, with particular consideration for bookings, forecasts, shift swaps, clocking on/off and absences.
- Assist the Head Chef and Sous Chef with the ordering, receiving and storage of stock and supplies.
- Assist the Head Chef and Sous Chef with menu and specials development, including sourcing supplies and costings.

There will be other duties that may be required of the Qualified Chef / Cook, at the request of The Forge Pizzeria Pty Ltd, by the individual Directors or management representatives thereof.

## **SKILLS AND ATTRIBUTES**

Skills and attributes that the Qualified Chef / Cook should possess and display:

- Ability to prepare, cook and serve a wide variety of meals.
- Excellent knowledge of the operational requirements of a kitchen environment.
- Excellent understanding of various cooking and presentation methods.
- Ability to prepare food precisely and efficiently, using a variety of smaller skill sets, such as knife skills, tasting skills, recognising flavours, and balancing of seasoning.
- Excellent organisational and time management skills, including the ability to work quickly whilst maintaining quality and consistency.
- Accuracy and attention to detail, particularly in relation to food quality and service standards.
- Ability to follow instructions.
- Ability to operate without direct supervision, including displaying initiative and problem solving as required.
- Excellent verbal communication skills.
- Sound written communication skills.
- Excellent product knowledge, relevant to the hospitality industry.
- Ability to adapt quickly and positively to changes.

- Desire to improve skills and knowledge, and to accept and act upon constructive feedback.

If appointed at a Level 3 or Level 4, the incumbent should also possess and display:

- Excellent understanding of various cooking and presentation methods.
- Ability to supervise other employees, when required.
- Ability to lead and motivate other employees.

## **QUALIFICATIONS**

If appointed at a Level 3 or Level 4, the incumbent should have the following qualifications:

- Completion of an apprenticeship, has passed the appropriate trade test, or who has the appropriate level of training in cooking, butchering or pastry cooking.

## **THE FORGE PIZZERIA VALUES**

The Forge Values are a direct representation of the culture of our business. Our aim is to align each employee's values with those of the business to allow each employee to prosper both in the workplace and personally. Our values are:

- Passion
- Delegation and responsibility
- Respect for others
- Work ethic
- Team oriented
- Initiative
- Positive leadership
- Positive attitude
- Communication
- Prioritisation

## **HEALTH AND SAFETY**

From a Health and Safety perspective, The Forge Pizzeria is committed to providing a safe and compliant environment for all staff, customers and stakeholders. All staff are required to:

- Adhere to any relevant Policies and Procedures.
- Report hazards and other unsafe practices.
- Report injuries as soon as possible to your Manager/Supervisor.
- Commit to the continuous improvement of Policies and Procedures relating to safety and the general operation of the business.

# APPLICATION FORM



**Position:** QUALIFIED CHEF / COOK  
**Applications Close:** WEDNESDAY 6 JUNE 2018

Name: \_\_\_\_\_ D.O.B: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

- 1. Do you have a current driver's licence? YES / NO
- 2. Do you have a current police check? YES / NO
  - a. If "No", would you be willing to undertake a police check? YES / NO
- 3. Do you have a current (less than 3 years old) RSA? YES / NO
- 4. Are you an Australian citizen? YES / NO

If No, do you have either of the following documents which gives you the legal right and permission to work in Australia.

- a. Certificate of evidence of resident status: YES / NO
  - b. Valid visa with work right: YES / NO
- 5. Would you be willing to undertake a pre-employment medical assessment, if required? YES / NO

6. Tell us about your qualifications / experience relevant to the position of Qualified Chef / Cook.


7. Why did you decide to become a Chef / Cook?


8. What is your favourite type of food to cook? Why?


9. Tell us about a time when things didn't go to plan in the kitchen. What did you do to rectify the situation?


10. Tell us about a time when you have shown initiative in the workplace.


11. When working in a high-pressure environment, how do you ensure you achieve all that is required of you?


12. Tell us about your experience supervising and leading staff.


13. Why would you like to work for The Forge Pizzeria?


14. What motivates you in life/work?


15. What are your best qualities that you will bring to The Forge?


16. When are you available to work?

	MON	TUES	WED	THURS	FRI	SAT	SUN
FROM							
UNTIL							

17. Are you able to provide the details of two professional referees?

1.
2.

Please include a copy of your current resume with your application.

Signature of Applicant:

\_\_\_\_\_

Date:

\_\_\_\_\_

PLEASE SEND YOUR APPLICATION AND CURRENT RESUME TO:

The Forge Pizzeria  
Att: Stacey McCartin  
14 Armstrong St Nth  
BALLARAT VIC 3350

OR [info@theforgepizzeria.com](mailto:info@theforgepizzeria.com)  
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