

Thank you for your interest in the position of:



Apprentice Chef @ The Forge

Please find below some information about the position and the Application Form. If you have any additional questions about this position, please call Stacey McCartin (Human Resources) on 53 376 635.

<u>APPRENTICE CHEF</u>	
Employment Status:	Ongoing
Employment Type:	Full time
Commencement Date:	To be negotiated
Hours:	38 hours per week, plus reasonable overtime. To be worked to an agreed roster. Must be available to work weekends and evenings.
Location:	12-14 Armstrong Street North, Ballarat, and 1771 Sturt Street, Ballarat
Agreement:	Restaurant Industry Award 2010
Classification:	Apprentice
Probationary Period:	This position may be subject to a 6 month probationary period.
Leave:	All leave entitlements (eg. personal leave, annual leave) are paid in accordance with the Restaurant Industry Award 2010 and the National Employment Standards.
Pre-Employment Medical:	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
(Include position title in subject)

POSITION DESCRIPTION



TITLE	Apprentice Chef
CLASSIFICATION	Apprentice
AWARD	Restaurant Industry Award 2010
INCUMBENT	
REPORTS TO	Head Chef
WORK LOCATION	14 Armstrong St Nth, Ballarat

CONTEXT

Established in 2010 by brothers Chris and Tim Matthews, The Forge Pizzeria creates delicious woodfired pizzas made with fresh local produce and high quality deli ingredients. We pride ourselves on pizza perfection, passion and a fun laid-back atmosphere. There is a fully serviced 200 seat restaurant in Armstrong Street, Central Ballarat, which complements the 20 seat restaurant in Sturt Street, Alfredton. There is also an Events and Functions aspect to the business which includes two rolling pizza ovens and also a new function space, "Housey Housey" located at 12 Armstrong Street North, next to the restaurant.

The current business areas are:

Central Ballarat Restaurant

Location: 14 Armstrong Street North, Ballarat
Capacity: 150 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; 4pm 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: Two 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

The role of Apprentice Chef at The Forge Pizzeria will be involved in the entire process of preparing, cooking and serving of food and beverages.

DUTY OF CARE

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

BUSINESS RELATIONSHIPS

Reports to: Head Chef

Internal Liaisons: Sous Chef
Back of House Staff
Events Manager
General Manager
Finance Coordinator
Operations Coordinator
Shift Managers
Human Resources Manager

Supervises: Nil

DECISION MAKING

The Apprentice Chef must undertake responsibility and perform the best to their ability, to ensure the required tasks are completed to a high and acceptable standard, this may include asking for support or guidance from other senior employees. More complex issues/decisions are to be escalated to the Head Chef or similar senior employee.

DUTIES

The Apprentice Chef's role includes:

- Assist the Head Chef, and other Back of House Staff, in the preparation and production of meals.
- Continually training to increase skills and knowledge relating to procedures and duties in food preparation and service.
- Operating commercial cooking equipment, including, but not limited to, fryers, ovens and stoves.
- Service of meals and beverages to customers.
- General kitchen cleaning duties, such as dish washing and equipment cleaning.
- Assist in other areas of food preparation and storage.
- Clearly communicate with other employees and management.
- Assist with the ordering and receiving of stock and supplies.
- 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 all employees, customers, suppliers and contractors.
- 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.
- The specific role may vary throughout a shift, on an as needs basis.
- The Apprentice Chef may be requested to complete further training or courses, as required.
- There will be other duties that will be required by the Apprentice Chef at the request of The Forge Pizzeria Pty Ltd, by the individual Directors or management representatives thereof.
- The Apprentice Chef will be allocated a specific role within the Back of House area during a shift, relevant to their skills and experience. The Back of House area consists of the following tasks:

- Stretcher (stretching the dough ball into a pizza base, ready for the pizza to be made)
- Maker (adding the specified ingredients to the pizza base)
- Oven (cooking the pizza in the woodfired oven)
- Cutter (cutting the pizza)
- Pass (check of all meals prior to being served to the customer)
- Pasta (prepare and produce all pasta and risotto meals)
- Larder (prepare and produce all meal items not requiring cooking, eg. salads, desserts)
- Grill (prepare and produce all other cooked items)
- Kitchen porter (cleaning dishes and kitchen hand duties)
- Prep (preparing all food items ready for service)

SKILLS AND ATTRIBUTES

Skills that Apprentice Chef should possess and display:

- Good time management skills.
- Accuracy and attention to detail, particularly in relation to food quality, service standards and following procedures.
- Ability to follow instructions.
- Ability to display initiative and minor problem solving, as required.
- Good verbal communication skills.
- Good food preparation skills.
- Ability to adapt quickly and positively to changes.
- Desire to improve skills and knowledge, and to accept and act upon constructive feedback.
- Ability to perform under pressure, with speed, quality and consistency.

THE FORGE PIZZERIA VALUES

The Forge Pizzeria has established a set of values that are relevant to all employees:

- 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 / accidents as soon as possible to the Head Chef.
- Commit to the continuous improvement of Policies and Procedures relating to safety and the general operation of the business.
- Safety is everyone's responsibility. If you see a hazard or unsafe practice, you must act upon it immediately, either by removing the hazard (eg. a spill) and/or reporting it (eg. to the Head Chef).

APPLICATION FORM



Position: APPRENTICE CHEF

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. 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

4. Would you be willing to undertake a pre-employment medical assessment, if required? YES / NO

5. Please detail your work experience most relevant to the position of Apprentice Chef.

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

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

8. What is your favourite type of cuisine? Why?

9. Tell us about your experiences working in a team environment.

10. Tell us about a time when you have been proactive and demonstrated initiative.

11. What are your hobbies/interests?

12. What motivates you in life/work?

13. When are you available to work?

	MON	TUES	WED	THURS	FRI	SAT	SUN
FROM							
UNTIL							

14. Please 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

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