



LA SALLE COLLEGE

ROLE DESCRIPTION

Chef Manager

ACCOUNTABLE TO:	Director of Boarding
EMPLOYMENT CONDITIONS:	The Roman Catholic Archbishop of Perth Non-Teaching Staff Enterprise Bargaining Agreement 2014
LEVEL / STEP:	Agreed Rate - \$85,000.00

OUR FAITH AND LASALLIAN VALUES

Faith | Excellence | Service

As a College staff, we've been given the gift of nurturing the young minds and hearts of our students and helping them realise their value, individuality and the positive impact they can have on the lives of others. The teachings and values of Christ underpin everything we do, who we are, what we stand for and the actions we take.

Through our programs, teachings, behaviours and actions, we encourage our College community to discover more about the Catholic faith and inspire them to realise their best self and live not by their fears but by their hopes, not by their words but by their deeds.

ROLE OUTLINE

The Chef Manager is responsible for the smooth day-to-day operation of the Boarding kitchen as well as the provision of high-quality and nutritious meals for students and staff within the Boarding House. The Chef Manager demonstrate a positive and proactive approach to the management of the kitchen team and ensures the highest levels of food preparation, presentation, hygiene and safety are maintained within the kitchen.

The Chef Manager plays a significant role in maintaining kitchen standards to food compliance legislations as mapped out by the Food Act 2008 and the Australian New Zealand Food Standards Code. In addition to their day-to-day duties, the Chef Manager undertakes other duties as directed by the Principal.

KEY ACCOUNTABILITIES

1.0 CATHOLIC IDENTITY AND MISSION

- 1.1 Gives personal witness to Catholic values in their day-to-day duties and engages students, staff and the community in the mission of the College as a Catholic school
- 1.2 Promotes and supports community outreach programs and social justice initiatives underpinned by Catholic Social Teaching
- 1.3 Seeks or maintains Accreditation to Work

2.0 FOOD QUALITY, SAFETY AND HYGIENE

- 2.1 Manages the day-to-day operations of the Boarding kitchen including, but not limited to:
 - i. ordering, purchasing and proper storage of food
 - ii. preparation of varied, nutritious and healthy menus
 - iii. maintenance of kitchen equipment to a high standard
 - iv. preparation and serving of meals, and
 - v. ensuring cleanliness of the facilities
- 2.2 Meets with the Director of Boarding at least once a term regarding menus including special dietary requirements
- 2.3 Ensures meals are produced on time and to sufficient quantities
- 2.4 Maintains appropriate stock levels of all kitchen supplies
- 2.5 Ensures all work practices meet required safety and hygiene standards
- 2.6 Maintains appropriate records of regulatory compliance checks and reporting documentation
- 2.7 Ensures accurate and timely reporting of any staff or safety concerns, along with equipment failures
- 2.8 Identifies and manages risk and safety matters relating to the kitchen
- 2.9 Manages the general tidiness of the kitchen, cool room, freezer and dry stores
- 2.10 Manages waste minimisation

3.0 BUILDING THE CAPACITY OF SELF AND OTHERS

- 3.1 Effectively manages and coordinates kitchen staff to ensure daily tasks and procedures are successfully completed to the highest standards
- 3.2 Manages the induction and training process for new staff
- 3.3 Ensures food handling, storage, preparation and cooking meets all health and safety standards
- 3.4 Develops and maintains outstanding levels of customer service and engagement within the team

4.0 MANAGEMENT WITHIN THE COLLEGE

- 4.1 Demonstrates an awareness of emergency management procedures and safe work practices
- 4.2 Provides effective decision-making with suppliers
- 4.3 Exercises appropriate stewardship of College resources including preparation and management of budget

5.0 ENGAGING AND WORKING WITH THE COMMUNITY

- 5.1 Builds and maintains strong working partnerships with students, staff, parents and the wider community
- 5.2 Understands the broader community within which the College resides and is aware of the cultural, social and political characteristics that inform the needs of students, families and carers and the challenges they face
- 5.3 Contributes to developing a College environment that is welcoming, hospitable, life-giving and just.
- 5.4 Effectively manage relationships with all stakeholders within the School community who use the kitchen.
- 5.5 Regularly seeks feedback from boarders and staff about the quality of service and food

SELECTION CRITERIA

The individual appointed to the position of Chef Manager must have:

- A clear commitment to the objectives and ethos of Catholic Education
- Formal qualifications in Commercial Cookery or similar
- Previous experience in a medium to large scale commercial kitchen
- Sound knowledge and proven application of food handling requirements and related legislation and guidelines
- Experience managing staff, including the setting and management of staff rosters
- Creative menu planning and cooking skills
- Excellent communication and team-working skills
- Excellent time management skills
- Proficiency in Microsoft Office suite
- A Working with Children Check and Nationally Coordinated Criminal History Check

DOCUMENT CONTROL

Version:	0.1	Reviewed:	Aug 2026	Next Review:	Aug 2029	Reviewed By:	HR
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