

Position Description

Position Title: Sous Chef
Type: Full time
Date: November 2025 (for January 2026 start)
Reporting To: Executive Chef
Direct Reports: Nil

Position objective

The Sous Chef, under the guidance, direction and leadership of the Executive Chef have responsibility for the operation of the College kitchen and for maintaining the College's high standard and good reputation. The Sous Chef is responsible for assisting the Executive Chef in maintaining the highest professional food quality and hygiene standards throughout the operation and managing the kitchen staff in accordance with College HR practices.

Position requirements

The Sous Chef is responsible for:

- Experience in food production, menu development, food purchase specifications and standardised recipes.
- Experience in managing the kitchen labour and food budgets.
- Experience in preparation and presentation of food to the highest standards within required time frames, in accordance with approved recipes, menus and set meal times.
- Demonstrated experience in managing staff when required, ability to give clear directions and support to staff.
- Experience in a similar role requiring adherence to current Food Safety legislation and maintaining the organisations five-star rating.
- Excellent communication skills, the ability to resolve conflict in a constructive manner, able to solve problems, think-on-your-feet and motivate staff.
- Outstanding professional presentation and manner, ability to communicate well with management.
- A willingness to take initiative and make decisions when required to do so, while being able to follow reasonable requests and direction from the Executive Chef.
- Ability to apply for and maintain a valid Blue Card.

Competencies required

The following competencies are required for this position:

- Certificate IV Commercial Cookery or equivalent experience
- Minimum two (2) years' experience as a sous chef or three (3) years as a chef de partie
- Large catering establishment experience preferable
- Proven track record in effective staff management
- Good knowledge of cost control
- Current Senior First Aid certificate preferable

Key responsibilities / performance measures

Management

- Schedule, coordinate and monitor standard work procedures to ensure the safe and efficient operation of the kitchen.
- Maintain and monitor controls to minimise food waste and theft.
- Ensure proper receiving, storage and rotation of stock to comply with Food Safe legislation.

- Participate in the management of staffing levels, behaviours, rostering, recruitment, supervision and performance management processes.
- Review invoices from suppliers for accuracy and cost control.
- Ensure adequate staffing for daily kitchen operation in accordance with the approved annual budget.
- Schedule and coordinate the day-to-day work of chefs, apprentices and other kitchen employees to ensure that all food preparation is of the highest quality and presented at the required times.
- Foster sound relationships and communication with staff, students and guests.
- Uphold the Mission, Vision and Values of the College and always maintain a commitment to the College Code of Conduct.
- Adhere to the processes and procedures set out in the HR Handbook.

Cooking

- Maintain standards for all work procedures, menus and recipes and time frames which ensure consistently high quality.
- Participate in the menu design process to ensure high quality, variety, regular rotation and inclusion of seasonal and cost-effective ingredients.
- Ensure all dietary requirements are consistently accommodated within budgetary parameters.
- Comply with and maintain the stocktake/audit process for consumables and provisions.
- Participate in the creation and development menus concepts to meet customer requirements.
- Follow and implement all approved work procedures, menus and recipes, completing tasks within reasonable time frames.

Shift supervision

- Manage shifts autonomously including managing and directing staff, production of meals as per menu and time frames, ensure end of shift procedures are adhered to.
- Treating all staff, residents and guests in a professional, friendly and respectful manner.
- Assist in training of junior staff and kitchen assistants.
- Adhere to and manage the established communication channels with kitchen staff and other College staff.
- Adhere to and manage the established ordering protocols and procedures.
- Monitor and manage the completion of the regular cleaning schedules.
- Maintain HACCP records daily in compliance with Food Safety regulations.
- Adhere to and manage the established controls to minimise food waste and theft.
- Adhere to and manage the established receiving, storage and rotation of stock processes to comply with legislation.

Cleaning

- Adhere to and manage the high standards of hygiene, cleanliness and safety throughout the kitchen and dining hall fulfilling all legislative requirements for Food Safety Hygiene and Workplace Health and Safety.
- Adhere to, manage and monitor the kitchen and dining hall cleaning schedules and shift procedures.
- Adhere to, manage and monitor the kitchen's standards for sustainability and reduction of waste.
- Carry out cleaning duties within the kitchen environment to a high standard fulfilling all legislative requirements for Food Safety Hygiene and Workplace Health and Safety.
- All kitchen and associated areas including dining room, tea room and storage areas to be kept in a tidy and clean manner at all times. Floors to be cleaned and kept clear of debris throughout shift following WHS legislation especially in high traffic areas around bain-maries and salad areas.
- Ensure all washing up is completed to a high standard and all items stored in appropriate storage areas safely.

Safety

- Adhere to, manage and monitor compliance with best practise safety standards, HACCP, Food Hygiene, Workplace Health and Safety and College processes.
- Adhere to, manage and monitor procedures for the safe operation of all equipment and care of equipment.

- Adhere to, manage and monitor systems for all incidents and safety breaches to be recorded and reported.
- Adhere to, manage and monitor procedures for the recording of temperatures for storage areas including receiving and storing of food items.
- Safeguard all food handlers' work practices by maintaining established training programs to increase the knowledge about safety, hygiene and accident prevention techniques.
- Ensure the safe operation of all equipment and care of equipment reporting any damages and reporting any breakages on the appropriate report form.
- All incidents and safety breaches to be recorded and reported in the required format.
- Adhere to, manage and monitor the recording of temperatures for storage areas including receiving and storing of food items.
- Demonstrate a visible and active commitment to: personal well-being; compliance with workplace policies and procedures for risk identification, risk assessment and risk control; continuously improving The Women's College health, safety and environmental performance; and activities associated with the management of workplace health and safety.

Key business relationships

- College residents, staff and guests
- Customers and staff with special dietary requirements
- Executive Chef and senior management

Authority level / budget

- Order supplies within the approved budget for the rotational menus and function menus as required.
- Ensure adequate staffing for daily kitchen operation in accordance with the approved annual budget.

Other relevant facts about the position

The Sous Chef will:

- Participate in a seven (7) day roster as required.
- Be required to take leave over the Christmas shut down period.
- Be available for overtime as required.

Acknowledgement

This position description has been designed to indicate the general nature and level of work performed by employees within this role. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.