

Position Description



The Women's College
within The University of Queensland
ready to lead

Position Title: Commis Chef
Type: Full Time
Date: March 2026
Reporting To: Executive Chef
Direct Reports: Nil

Position objective

The Commis Chef will be responsible for the production of meals for residents, guests and staff of The Women's College to the required high standard under the guidance, direction and leadership of the Executive Chef.

Position requirements

The Commis Chef will:

- Prepare and present food for the College to the highest standards within required time frames, in accordance with approved recipes, menus and set meal times.
- Be professionally presented, punctual, organised, trustworthy and have an attention to detail. They will have the ability to manage time effectively and other staff when required.
- Adhere to current Food Safety legislation and at all time seek to maintain the College's five-star rating.
- Have excellent communication skills, the ability to resolve conflict in a constructive manner, be able to solve problems, think-on-your-feet and motivate staff.
- Have a willingness to take initiative and make decisions when required to do so, while being able to follow reasonable requests and direction from their supervisor.
- 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.
- Eligible to apply for and maintain a valid Blue Card.
- Uphold the Mission, Vision and Values of the College and maintain a commitment to the College Code of Conduct at all times.
- Adhere to the processes and procedures set out in the HR Handbook.

Competencies required

The following competencies are required for this position:

- Certificate III in Hospitality Commercial Cookery or equivalent trade qualification Certificate.
- Minimum one-year experience in a commercial kitchen of a similar standard.
- Current First Aid certificate

Key responsibilities / performance measures

Cooking

- Follow all approved work procedures, menus and recipes, completing tasks within reasonable time frames.
- Engage in the menu design process.
- Assist in stocktakes.

Shift Supervision

- Manage shifts autonomously including managing and directing junior 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.
- Completing the communication book at the end of evening shift.
- Check ordering has been completed for the following day supplies before leaving at the end of evening shift.
- Monitor and manage completion of the regular cleaning schedules.
- Maintain HACCP records on a daily basis in compliance with Food Safety regulations.

Cleaning

- Carry out cleaning duties within kitchen environment to a high standard fulfilling all legislative requirements for Food Safety Hygiene and Workplace Health and Safety.
- A commitment to sustainability and reduction of waste. All recycling and rubbish areas to be kept in a tidy clean manner, all rubbish to be sorted into correct recycling bins, cans and plastic to be crushed in a safe manner before placing in bins.
- 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 WH & S legislation especially in high traffic areas around bain-maries and salad areas. Follow shift procedure use appropriate mats where provided.
- Ensure all washing up is completed to a high standard and all items stored in appropriate storage areas safely.

Safety

- Safe operation of all equipment and care of equipment reporting any damages to supervisor on shift and report any breakages on the appropriate report form.
- All incidents and safety breaches to be recorded and reported in the required format.
- Recording of temperatures for storage areas including receiving and storing of food items.

Key business relationships

- College residents, staff and guests
- Conference & Events Manager and function staff
- Customers and staff with special dietary requirements

Authority level / budget

- Ordering when required within approved budget for the rotational menus and function menus as required.

Other relevant facts about the position

The Commis chef will:

- Participate in a seven 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.