

Position Description – Kitchen Supervisor

POSITION TITLE:	Kitchen Supervisor
DEPARTMENT:	Cultivate Food and Beverage
RESPONSIBLE TO:	Food Production Manager
DIRECT REPORTS:	Kitchen staff/apprentices
INDUSTRIAL INSTRUMENT:	Food, Beverage & Tobacco Award
CLASSIFICATION:	Food, Beverage & Tobacco Award - Level 6
LOCATION(S):	Brooklyn Park

COMPLIANCE REQUIREMENTS:

All staff MUST be able to obtain and maintain un-impinged compliances. Should your circumstances change, that may impact on any of the below, you MUST inform your manager or HR Business Partner immediately.

National Police Clearance Driver's License Pre-Employment Medical

Cultivate Food and Beverage is a Social Enterprise firmly set in the fabric of Food and Beverage manufacture in South Australia. Cultivate endeavours to deliver products created with care for customers who are focussed on maximising their efforts towards positive social impact. We take pride in our efforts to strive for best-in-class implementation of environmental sustainability practise, not only looking to improve the lives of others but also the environment that we live and work in.

Our purpose is to deliver quality food and beverage products while scaling social impact. Catering to the needs of our clients starts with a state-of-the-art kitchen and production facility. Then we add our most important ingredient — the people who work in it. At Cultivate, we recruit budding chefs, bakers and food handlers and instil in them a pinch of purpose, a dash of pride and more than a splash of passion. That's our recipe for success.

POSITION SUMMARY

Reporting to the Manager Division Services, the Kitchen Supervisor Production is responsible for the operations of the kitchen and supporting the Manager Division Services with the day-to- day management of their area.

This position will oversee a group of staff and apprentices and will provide leadership and coordinate workload in a fast-paced food manufacturing environment. You will need to ensure an efficient operation is achieved whilst delivering on customer KPIs and deadlines. You are required to maintain high quality standards, whilst ensuring that set recipes are followed and procedures are adhered to.

SKILLS, KNOWLEDGE and EXPERIENCE

- Previous experience working in a commercial kitchen or strong cooking and baking skills
- Knowledge on food hygiene & safety.
- Food safety supervisor certificate is advantageous but not necessary.
- Previous leadership experience in busy kitchen environments
- Attention to detail and good time management
- Flexible and adaptive in approach to work and ready to shift priorities as necessary
- Demonstrated experience leading and working part of a team
- Ability to lift a minimum of 15kg
- Ability to perform repetitive work
- Experience managing multiple apprentices desirable
- Ability to trouble shoot minor plant and equipment issues
- Ensure that Health and Safety requirements are maintained
- Ensure Food Safety requirements are met.

PERSONAL ATTRIBUTES

- Strong work ethic with demonstrated reliability
- A great attitude and a genuine desire to produce high quality results
- Excellent communication skills, both written and oral
- Intermediate experience in Microsoft Word & Excel
- An ability to solve problems using a logical and systematic approach
- Experience in a food factory environment or large-scale hospitality operation
- Ability to manage a wide variety of activities at the same time
- Ability to plan, analyse and challenge
- Ability to work flexible shifts between the hours of 7am to midnight, Monday to Friday
- Physically fit due to the demands of the role
- Passion for continuous improvement and willingness to learn and develop
- Operate with authenticity and aim to always engage positively to ensure the best possible outcomes
- Driven by success and enjoy the opportunity to mentor and engage with the operational team
- Demonstrated ability to work autonomously with a high degree of motivation, energy, initiative, and commitment, with the capacity to deal with multiple and often conflicting priorities
- Be inquisitive and look to understand processes from all angles, regardless of the service stream
- Able to work effectively with people from diverse national, cultural, linguistic, and religious/spiritual backgrounds and to deal with sensitive issues in a manner that is respectful of people's individual dignity, cultural values, and religious beliefs.

QUALIFICATIONS and LICENCES

Essential Qualifications:

- Certificate III Commercial Cooking

Desirable Qualifications:

- Driver's License
- Forklift License
- LR / MR Truck Licence
- Senior First Aid and Fire Warden / Officer experience is highly regarded
- Knowledge of GFSI standards.

RISK, HEALTH, SAFETY, QUALITY & ENVIRONMENT

- Report all Work, Health and Safety (WHS) incidents immediately to the Food Production Manager
- Complete all incident reporting in the WHS Management System (skytrust)
- Comply with Bedford Group Risk Management, Quality Assurance, and Health, Safety, and Environment management systems, including statutory obligations
- Promote a positive WHS&QA/Food Safety culture in the workplace.

KEY CHALLENGES

- Ensure the production of food products meets customer expectation and workable timeframes
- Effectively working through challenging behaviours and unexpected situations to achieve the best business and individual outcomes for all involved.

- Ability to drive performance in line with expectations
- Manage a supportive workspace to encourage team cohesiveness to be successful
- Uphold a high-performing culture that prioritizes safety and associated initiatives in all workplace operations
- Monitor weekly/fortnightly/monthly safety awareness programs.

CORPORATE RESPONSIBILITIES

In accordance with current legislation specific to your job role and responsibilities, you are required to become familiar and work in accordance with the Work Health and Safety Act 2012 (SA), Return to Work Act 2014.

ACCEPTANCE

I, **Staff Name**, confirm that I have read and understood the Position Description for the position of **Position Title**.

Signed: _____

Date: _____