

Chef Weekend



Role	Chef Weekend
Terms	Permanent part-time – 9.0 hours – Saturday and Sunday 2.30 pm – 7.00 pm (during school term time only)
Weeks per year	35 weeks per year
Classification	Education Support Officer Administration Stream Grade 2 Year 1
Responsible to	Chef

About Loreto

The Mission Statement for Loreto Schools of Australia states:

A vigorous belief in the capacity and responsibility of women to contribute significantly to society and to the church underlies the emphasis in our tradition on the education of girls.

It builds on Mary Ward's conviction that 'women in time to come will do much' and is inspired by her independence of spirit, her strength of mind, her tenacity and her courage in breaking new ground. Yet, for all her passion to redress an imbalance, her fundamental belief was that men and women alike found their deepest truth and ultimate value in God. There is still an urgent need today to recreate the vision of what it is to be fully human, for men as well as women. It is therefore our task to educate beyond the stereotypes. It is our hope that those involved in our schools will act freely, courageously and in a spirit of collaboration to affirm the dignity of each individual and to further the cause of human rights.

This is our vision: that Loreto schools offer a Catholic education which liberates, empowers and motivates students to use their individual gifts with confidence, creativity and generosity in loving and responsible service.

All Loreto schools in Australia share the same set of values: freedom, justice, sincerity, verity and felicity. These values are at the heart of our educational philosophy and shape our identity as a school.



LORETO COLLEGE
Marryatville, South Australia

Position Overview

The position of Chef Weekend, under the direction of the Chef, will prepare and deliver nutritious and healthy meals and afternoon tea for the boarding students on weekends during school term.

Key Accountabilities	Responsibilities and Expectations
Working Effectively	<ul style="list-style-type: none"> prepare afternoon tea, evening dinner, supper, as directed by the Chef, for the boarding students on weekends during school term time only; ensure that all food is prepared fresh and to a high standard as direction by the Chef; assist with kitchenhand duties;
Communication	<ul style="list-style-type: none"> ensure that a high level of customer service is maintained at all times; meet regularly with the Chef to discuss menus;
Continuous Learning	<ul style="list-style-type: none"> engage in professional development opportunities or associations in relevant areas which are external to the College; take responsibility for achieving challenging personal professional goals; develop and sustain a positive image and profile within the Loreto community; engage in reflective reviews with your line manager;
Mission and Ethos	<ul style="list-style-type: none"> know, accept, embody, and develop the Loreto mission and values; have a commitment to, and a clear understanding of, the ethos of a Catholic School and the Loreto charism of Mary Ward; fully support the Catholic ethos by taking part in staff and student prayer, retreats, social justice activities and voluntary service; role model Christian values in all dealings with students, staff and parents; attend relevant school functions; maintain confidentiality at all times and demonstrating high professional standards within the College and community; provide consistent public support both within and outside the College for school-wide policy initiatives and strategic plans; support and uphold the College's policies and procedures and the Child Safety Code of Conduct; undertaking tasks including creating, collecting, maintaining, using, disclosing, duplicating and disposing of information including managing and using communication devices (email, internet, telephone, network) in accordance with the College's policies, including Privacy Policy and Responsible Use of Technology Policy;



Person Specification

Knowledge and Skills Required

- Experience in food handling practices
- Ability to meet meal requirements of boarding students
- Ability to cook a wide variety of meals to a high standard
- Ability to cook for large numbers maintaining a high standard
- Sound knowledge of, and a commitment to, food hygiene and WHS legislation
- Have an understanding of the Catholic ethos and be supportive of the College's values and expectations

Personal Qualities

- Ability to work flexibly, co-operatively and collaboratively as a team member
- Possess a positive attitude to customer service and the ability to relate well to adolescent females
- Excellent communication and interpersonal skills that can be used effectively with staff, students and parents
- Highly developed time management skills
- Personal innovation and passion for quality food

Essential Qualifications

- Formal qualification equivalent to Certificate III in Commercial Cookery or be recognized as having equivalent competency
- Proficient in Microsoft suite of software



Applications

Applications for the position of Chef Weekend should be addressed to:

Dr Nicole Archard
PRINCIPAL
Loreto College
316 Portrush Road
MARRYATVILLE SA 5068
recruit@loreto.sa.edu.au

The position is a permanent part-time position commencing 22 February 2020.

Terms and Conditions

- All applicants will be required to undergo a federal police check. Please attach any relevant certificates to your application.

Included with your application

Please provide copies of the following documents:

- Address each of the Selection Criteria outlined in the position description.
- Your Curriculum Vitae
- The names, addresses and full contact details of three referees who may be approached.
- All applicants will be required to complete an Applicant Declaration Form for School Employees which is available on our website. This Form must be submitted with your application.

Closing Date

Applications close at **9.00 am on Monday, 10 February 2020**



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