



Position Title:	Pastry Chef
Award:	Registered and Licensed Clubs Award 2010
Department:	Food and Beverage
Reports to:	Head Chef
Financial Accountability:	Nil
Supervisory Accountability:	Nil

Position Summary:

The role of Pastry Chef, working collaboratively and cooperatively with the kitchen team, is to create and prepare a range of high quality cakes and desserts for the Club's café, bistro and functions.

Key Responsibilities and Objectives:

- All aspects of food production including but not limited to, preparation, cooking, baking, portioning, freezing and preserving food.
- Work professionally and meet timeframes for both day to day operations and functions.
- Ability to operate all designated areas of the kitchen including but not limited to ovens, kitchen aid, blenders, scales, dishwashers and fridges.
- Ensure compliance with food safety, hygiene and WHS regulations, policies and procedures.
- Effectively clean all areas of the kitchen including, equipment, storage areas, fridges, deep fryers, and utensils at the end of each shift
- Ensure correct storage of food, equipment and utensils, and maintain an ordered and organised environment
- May supervise and train cooks, kitchenhands and apprentices, may supervise functions and other occasions as required.

The incumbent can expect to be allocated duties, not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification.

Key Selection Criteria:

1. Trade certificate or equivalent qualification or extensive experience
2. A genuine passion for food and the hospitality industry
3. Excellent organisational and communication skills
4. Ability to work cooperatively and productively in a high-pressure environment
5. High level of hygiene standards and personal presentation
6. Willingness to work some weekends as required

Key Relationships:

Internal: Head Chef, Chefs, Cooks, Apprentices, Kitchenhands and Front of House Staff

External: Members and their guests, general public

Key Club Requirements	
Adhere to Club Values	<p>The values that we will live by in pursuit of our vision and mission are as follows:</p> <ol style="list-style-type: none">1. EXCELLENCE We relentlessly pursue the best outcomes from all our endeavours. We work collectively and harmoniously to achieve our vision and do not tolerate mediocrity.2. BOLDNESS We want to be bold, innovative and willing to take risks in a responsible manner in pursuit of our vision and mission. We want to be welcoming of change and technology as an opportunity to enhance our Club and the benefits that we can provide to our members.3. FUN Our offering to our members and visitors is Entertainment. A happy, fun environment is contagious and essential to success. We want the best available staff because we're a fun place. We want Rich River to be ALIVE WITH FUN.4. ADAPTABILITY In a highly competitive industry we must be prepared to change. Whether driven by legislative, technological or market forces we must continuously refresh our offerings to remain competitive.5. RESPECT We accept and respect one another, our members and our visitors regardless of gender, age, race, disabilities or beliefs. We respect our environment and ensure safety and sustainability.6. COMPLIANCE We conduct our business and ourselves in a lawful and socially responsible manner. Through good governance and responsible management, we manage our resources to ensure the ongoing sustainability and evolvment of our club.
Workplace Safety Responsibilities	<ul style="list-style-type: none">• Perform role in a safe manner by adhering to RRGC Health and Safety policies, regulations and agreed safe work procedures and report immediately any potential hazards and/or incidents occurring in the workplace.• Adhere to emergency procedures as detailed in the RRGC Emergency Procedure.• Ensure compliance with manual handling practices.
Code of Conduct/	<ul style="list-style-type: none">• Demonstrate practice within the Vision, Mission and Values of RRGC.

Behaviour	<ul style="list-style-type: none"> • Assist in establishing and maintaining effective communication systems within the Club and promote and maintain an environment of teamwork and professionalism. • Work in accordance with relevant legislation, Standards and Policies (as applicable to role), e.g. Charter of Human Rights, Privacy Act & Principles, Equal Employment Opportunity, Bullying and Harassment.
Organisational Expectations	<p>Facilities and Equipment</p> <ul style="list-style-type: none"> • Maintain surrounds and equipment used within the role, ensuring that cleanliness and safety are adhered to at all times. • Responsible for the reporting of any malfunctioning equipment and /or facility to the appropriate department manager. • Ensure the safety and economical use of all resources.
Education/Training	<ul style="list-style-type: none"> • Demonstrate commitment to personal and professional development. • Participate in professional development annually, with the department manager, identifying key areas for professional and personal growth.

Endorsement: I have read and understand the requirements of this role.

Employee Signature: _____ Date: _____

Manager Signature: _____ Date: _____