

## Position Description

**Position Title:** Wholefoods Cook  
**Reports to:** Operations Director  
**Classification Level:** Restaurant Industry Award 2010 - Level 5  
**Fraction:** Casual - during Monash academic periods  
**Main purpose of role:** Prepare Wholefoods meals according to menu  
**Works closely with:** Wholefoods staff and volunteers, Operations Director  
**Effective Date:** March 2022

*I have read, understood and agree to comply with the position description*

**INCUMBENT** \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_ **Date** \_\_\_\_\_

**APPROVED BY SUPERVISOR** \_\_\_\_\_

**TITLE** \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_ **Date** \_\_\_\_\_

## **ORGANISATIONAL CONTEXT**

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### **Monash Student Association**

The Monash Student Association (MSA) is run by students for students. It provides valuable services, support and activities for more than 37,000 students that it represents on the Monash Clayton Campus. Located on the Clayton Campus of Monash University; the MSA is made up of elected student representatives who represent all Clayton campus students on general issues such as quality of education, course costs and student welfare, as well as specific issues such as women's affairs and queer affairs. MSA staff provide the expertise necessary to ensure the high quality of MSA services.

The MSA comprises elected office bearers who make the strategic decisions and staff who help facilitate these decisions. The association has several departments and divisions that all operate with a common purpose: to serve and represent Clayton students.

The MSA is premised on the foundation that students are important custodians of the student experience and best placed to deliver services and representation to the student community. The MSA functions as the representative body for Monash Clayton students and endeavours to ensure that the interests of students are addressed by the university, government and the broader community.

### **Wholefoods**

Wholefoods is a student-run vegetarian and vegan restaurant and cafe made up of staff members and members who volunteer their time. Wholefoods also has a collective who are encouraged to participate in associated discussions to help foster a strong and supportive community.

Wholefoods staff are employed by MSA.

### **Position Summary**

The Wholefoods Cook is responsible for the cooking of good quality vegan and vegetarian meals for Wholefoods.

Wholefoods is open during academic periods of Monash University and located on the Clayton campus. The restaurant is only open Monday to Fridays

## KEY RESULTS AREAS AND RESPONSIBILITIES

MAIN DUTIES	EXPECTED STANDARDS
<b>COOK DUTIES</b>	
<p>Set up workstations with all needed ingredients and cooking equipment</p> <p>Prepare ingredients to use in cooking (chopping and peeling vegetables etc.)</p> <p>Cook menu items as per Wholefoods requirements</p> <p>Check food while cooking to stir or turn</p> <p>Ensure great presentation by dressing dishes before they are served</p>	<p>Follow recipes, including measuring, weighing and mixing ingredients</p> <p>Present, garnish and arrange final dishes</p> <p>Accountability for the dishes they prepare measuring up to the expectations of MSA, Wholefoods and customers alike</p>
<p>Check quality of ingredients</p> <p>Ensure all food and other items are stored properly</p>	<p>Ensure ingredients and final products are fresh</p> <p>Handle and store ingredients and food</p>
<p>Monitor stock and place orders when there are shortages</p>	<p>Deadlines met and stock levels maintained</p>
<p>Occasionally serve food</p>	<p>Serve food as required</p>
<b>FOOD SAFETY</b>	
<p>Keep a sanitized and orderly environment in the kitchen</p> <p>Maintain food safety and sanitation standards and ensure all of Wholefoods is compliant with Food Safety Regulations</p> <p>Ensure all equipment is adequate and compliant with food safety regulations</p>	<p>Maintain a clean and safe work area, including handling utensils, equipment and dishes</p> <p>Training resources and advice provided is relevant, accurate, complete and timely</p> <p>Food safety standards and quality control systems managed and adhered to at all times</p>
<p>Implement and maintain accurate records that are required in the food safety program for class 2 Retail food service plan (includes Cleaning Schedules, Temperature Logs, Calibration Logs, Process Logs)</p> <p>Knowledge of safety procedures, including safe temperatures at which ingredients must be kept and to which food must be prepared to avoid foodborne illness</p>	<p>Maintain accurate records in line with MSA policies and procedures, government legislation and food safety standards</p> <p>Training resources and advice provided is relevant, accurate, complete and timely</p>
<p>Completion of the Food Safety Supervisors course</p>	<p>Up to date certification</p>

<b>POLICY, PROCEDURES, QUALITY AND SYSTEMS</b>	
Maintain a thorough understanding of compliance and risk assessment issues and maintain relationships to ensure appropriate flow of information and advice Immediately notify direct supervisor of any non-compliance within department to would risk MSA operating outside legislative requirements	All work must be carried out in compliance with MSA policies and procedures Wholefoods must be compliant with MSA's overarching strategic plans, objectives and goals
<b>PEOPLE MANAGEMENT REQUIREMENTS</b>	
Actively participate in MSA performance management process Treat all workplace participants, students and customers with honesty, fairness and respect Act in a manner that is aligned with MSA's culture, values and strategic vision at all times	To be carried out in line with MSA policies and procedures
<b>OHS REQUIREMENTS</b>	
Conduct duties in a safe manner at all times Ensure all hazards and incidents are immediately reported Compliance with all relevant site OHS and Personal Protective Equipment (PPE) requirements	Prevention of avoidable injuries Follow OHS procedures Follow safety procedures for PPE
<b>OTHER RESPONSIBILITIES</b>	
Perform other appropriate duties and responsibilities as assigned by supervisor	Requested tasks are completed in a timely manner

## **KEY SELECTION CRITERIA**

<b>ESSENTIAL CRITERION</b>
Proven experience as cook
Thorough understanding of Food Safety and OH&S requirements
Ability and stamina to manage standing and kitchen temperatures on shift/s
Ability to work independently and collaboratively and also the ability to manage multiple tasks and meet timelines in an effective and efficient manner
A high level of interpersonal skills; including an approachable and welcoming demeanour and the ability to effectively and sensitively relate to people from a broad range of backgrounds and cultures
Current employee Victorian Working with Children's Check card* (cannot be a volunteer card)

## DESIRABLE CRITERION

Diploma or equivalent; Diploma from a culinary school will be an advantage

Familiarity with vegan/vegetarian food and an awareness of animal friendly/cruelty free products

Experience in coordinating staff and/or volunteers

Experience and/or knowledge of working with not-for-profit or membership organisations, including community clubs or volunteer organisations

Ability to interact directly with customers

Understanding of and/or experience with consensus decision making process and non-hierarchical management systems

## OTHER JOB-RELATED INFORMATION

*This position is casual. There is a requirement to work outside normal working hours, in particular evenings and rotating shifts.*

*This role will need to manage the needs of competing priorities on a regular basis.*

*This position will be working in conjunction with and as part of a team of staff, student office bearers and student volunteers supporting each other in the attainment of goals. It will require working closely with elected student officers and must ensure at all times that any advice or information provided is impartial and objective.*

*Principles of student led activity are to be maintained. Staff Interaction Protocols and MSA Code of Conduct (along with all other MSA policies and procedures) must be followed at all times.*

*\* As part of the Child Safe Standards, you are required to have a current employee Victorian Working with Children's Check (WWCC). Proof of the employee WWCC or application for WWCC need to be recorded before starting employment at MSA. Proof of acceptance of WWCC will be required before the end of the probation period. Once employed, staff must ensure to renew their WWCC in a timely manner and provide proof of a current and valid WWCC to MSA HR. If at any time, your WWCC is to be removed by the Department of Justice this could affect your employment at MSA.*