

Position Title	Cook / Kitchen Hand
Status	Casual
Employment Agreement	SCEC Pty Ltd Certified Agreement 2022
Classification Level	2
Department	Event Operations
Version	V2
Effective Date	August 2024

THE EVENTS CENTRE

Operated by the Sunshine Coast Events Centre Pty Ltd, The Events Centre is the leading performing arts centre on the Sunshine Coast and hosts a range of entertainment and cultural events, meetings and conferences, delivering great experiences for the local community and visitors.

VALUES AND BEHAVIOURS

The Events Centre aspires to be a values-driven organisation. In a values-driven culture, we find alignment between personal values and the organisation's values, creating a unified and motivated team. Our values represent what we, as a collective, care about. Using them to guide our behaviours is critical to ensuring that we are working together and aligned to our purpose.

1. **INTEGRITY:** We work with honesty, responsible to our stakeholders.
2. **EXCELLENCE:** We are committed to the pursuit of quality in everything we do and strive to demonstrate best practice in managing our business, engaging with our diverse community and through presenting a broad range of programming and services.
3. **COLLABORATION:** We are empowered by teamwork, working consultatively both internally and externally, to pursue opportunities and find creative solutions.
4. **INNOVATION:** We embrace change and actively position ourselves to be informed of market, technical and programming developments, willing to take risks to strengthen and grow our business.
5. **POSITIVITY:** We take a positive outlook, bringing energy and enthusiasm to our work; doing what it takes and inspiring others to do the same.

ABOUT THE ROLE

The Event Operations Department is The Events Centre's front line for customer service and service delivery to the events held at the centre. The role of the Cook/Kitchen Hand is to work under supervision within all areas the kitchen operations in The Events Centre delivering excellent presentation and quality outcomes.

KEY RESPONSIBILITIES

- Assist in the preparation, cooking, and presentation of dishes, supporting daily mise en place for events, functions, and general service.
- Maintain a high standard of cleanliness and organisation across all kitchen areas, including benches, storage spaces, cool rooms, and equipment.
- Operate the commercial dishwasher and ensure all crockery, cutlery, and tools are washed, sanitised, and stored correctly.
- Follow all food safety, hygiene, allergen-management, and workplace health and safety procedures, including safe manual handling and incident reporting.
- Learn and apply a range of cooking techniques under the guidance of senior chefs, contributing to skill development and consistent service quality.

**POSITION DESCRIPTION
COOK / KITCHEN HAND**

- Assist with receiving deliveries and managing stock through proper storage, FIFO rotation, and reporting of any issues affecting product integrity.
- Safely operate kitchen equipment, following correct procedures and promptly reporting faults, hazards, or maintenance requirements.
- Contribute to waste-reduction efforts through correct disposal, recycling, composting, and minimising food waste where practical.
- Work collaboratively with chefs and front-of-house teams to ensure efficient and timely service during events and peak periods.
- Assist with bulk preparation and plating for a variety of event formats, including buffets, canapés, plated meals, meetings, and conferences.
- Participate in end-of-month stocktakes and inventory management activities as required.

REPORTING

Department Manager: Event Operations Manager
 Direct report: Head Chef
 Supervision: N/A

SELECTION CRITERIA

- Queensland Certificate of Education or state equivalent; formal culinary education or training is a plus.
- Basic understanding of cooking techniques and food safety.
- Strong interest in a culinary career and willingness to learn.
- Ability to work efficiently in a fast-paced environment.
- Good communication skills and the ability to follow instructions.
- Flexibility to work evenings, weekends, and holidays.
- This position requires a valid National Police Certificate

ACKNOWLEDGEMENT

Position: Cook/Kitchen Hand

I,, accept the position description as outlined above. I have been given an opportunity to ask questions about the contents and I understand the terms and conditions outlined in this document.

..... Date:/...../.....

Signature of Employee