

Position Description

Position: Chef de Partie

Reports To: Kitchen Manager

Award Classification: Cook Grade 5, HIGA Award

Location: Based at 321 St Georges Road, Fitzroy North VIC 3068. Travel to other sites in Victoria required²

Date Update: March 2025

Organisational Context

The Asylum Seeker Resource Centre (ASRC) is a leading advocacy organisation for people seeking asylum in Australia. We are a values-driven organisation that strives to be part of a movement that helps people seeking asylum by providing direct services such as assistance with accommodation, food, casework, employment, education and legal services. We campaign and lobby with our sector to drive law reform and policy change.

At the heart of the ASRC strategy is the people we serve, and our commitment to ensuring that their voices of lived experience are embedded in all that we do. The ASRC exists for refugees and asylum seekers, and we are in the service of this community of people. It's important that our work and focus is led by what this community needs, expects and wants from us.

ASRC Catering

The ASRC has two award-winning social enterprises, ASRC Cleaning and ASRC Catering that employ approximately 100 people with lived or living experience of seeking asylum in a range of casual and ongoing positions. The primary purpose of the ASRC Social Enterprises is to provide people the opportunity to support themselves, gain Australian work experience and connect to the broader Australian experience, while also focusing on key professional skills development and employment pathways.

To sustain this purpose, the enterprises also focus on engaging a broad and diverse range of customers to utilise these services, thus building a strong revenue portfolio to support the cost neutral sustainability of the enterprises and their continued growth.

ASRC Catering delivers a range of corporate and community catering services and the provision of a business to consumer meals program. The goal of ASRC Catering is to provide employment and training opportunities for people seeking asylum.

Position Purpose

This role is for an experienced, qualified Chef de Partie to work in our well-equipped catering kitchen in North Fitzroy alongside other senior leaders in the ASRC Catering Kitchen. The Chef de Partie will work with cuisine from many and varied cultures. The role requires strong leadership, communication, and delegation skills, in addition to patience, dedication, efficiency, and organisational skills. The successful applicant must be able and willing to work a rotating roster that includes nights and weekends but no public holidays. This very rewarding job involves working with a happy, diverse and dedicated team and providing guidance, support and training to a range of kitchen personnel, where hospitality may be their first Australian job experience.

Key Accountabilities

- Monitoring quality of dishes at all stages of preparation and presentation, particularly those developed by other staff.
- Supporting the monitoring and management of stock control and stock orders
- Demonstrating techniques and advising on cooking procedures and presentation
- High level of care and consideration in cooking and preparing food, with a particular focus on daily duties and task lists, with other staff
- Contributing to menu development as required, in line with the house style, within the parameters of the house cuisine on budget, and taking into consideration the diversity of the staff. Menu creation must involve successful testing and take into consideration environmental, ethical and sustainable benchmarks.
- Explaining cleaning procedures and enforcing hygiene regulations.
- Directing the casual kitchen staff, and keeping them engaged, focused, calm, and working to their best ability.
- Communicating regularly and effectively with the Kitchen Manager
- Ensuring the smooth running of the business by participating in conversations regarding business operations; including kitchen facilities, staffing, and stock control.
- Implementing efficient and effective processes in the way the business is run. Creating a culture of continuous education and improvement, fostering communication, motivation and innovation.
- Ensuring all relevant legislation is complied with including The Award, HACCP Food Safety requirements and Occupational Health and Safety standards.

All ASRC People Will

- Understand and follow their responsibility to always act in a manner that supports the safety, health and wellbeing of themselves and others in the workplace.
- Centre the rights of people seeking asylum and actively work towards bringing the ASRC vision and purpose to life.
- Demonstrate the ASRC values of Collaboration, Welcome, Courage and Authenticity and demonstrate behaviours that contribute to a culturally safe, inclusive and respectful workplace.

Selection Criteria**Essential**

- Chef qualifications (certificate required)
- Minimum 5 years kitchen experience
- Outstanding leadership skills with experience in staff delegation, supervision and training
- Demonstrated knowledge of kitchen operations including ordering, working with front of house and staff management
- Proven experience in menu planning and implementation
- Strong understanding of HACCP food safety standards
- Exceptional organisational skills
- Attention to detail and food presentation skills
- Ability to remain calm under pressure and meet deadlines whilst delivering a consistent, quality product, or guiding others in how to do so
- Full Australian automatic driver's license

Policy and screening requirements

All ASRC staff and volunteers are required to adhere to policies and procedures which aim to further culturally safe, inclusive and respectful work practices. All offers of employment are subject to satisfactory Criminal History Check and provision of a valid Working with Children Check prior to commencement.

I have read and understood and agree to perform the responsibilities outlined in this position description.
Name:
Date:

