

Primary Purpose

As a kitchen team member, this role is involved in the preparing, cooking and presenting of TCC meals.

Position Specification

- Knowledge, preparation & cooking of meals as per The Coffee Club Manuals
- Ensures all menu items are available throughout the entire trading day through preparation and cooking
- Ensure the cleanliness of the kitchen is in alignment with Food Safety requirements and general hygiene practices
- Some incidental duties including
 - Preparation, replenishment & rotation of stock in the kitchen
 - Operate, maintain & clean kitchen equipment
 - Washing dishes
 - Ensuring dish area remains clean and tidy

Person Specification

Qualifications

- Certificate III Commercial Cookery or equivalent (relevant experience desirable but not required)
- Certificate II Commercial Cookery or equivalent (relevant experience desirable but not required)
- No or minimal relevant qualifications (desirable but not required)
- Current First Aid Certificate (maintained by employee) – (desirable but not required)
- Good Food Silver Academy (Internal training - mandatory within 3 months of start date)

Knowledge

- Demonstrated knowledge of The Coffee Club policies and procedures as outlined in The Coffee Club Team Handbook and manuals relevant to position
- Detailed knowledge of *The Coffee Club* mission statement and core values
- Detailed knowledge of *The Coffee Club* menu items
- Detailed knowledge of presentation of all food menu items
- Knowledge of workplace health & safety regulations and food safety regulations desirable

Skills

- Ability to follow directions and work as part of a team to achieve targets and goals
- Ability to communicate effectively with fellow staff and management
- Ability to operate, maintain and clean all equipment
- Ability to maintain general hygiene and product quality through following daily and weekly procedures and schedules (i.e. cleaning schedules).

Attitude and Expectation

- Pro-active, positive, enthusiastic, energetic, responsible and friendly
- Can do attitude
- Happily, and diligently adheres to *The Coffee Club* dress code at all times
- Provide positive, constructive feedback for fellow staff, Shift Leader/s, Store Leader and Franchisee/s
- Actively demonstrate, promote and practice *The Coffee Club* mission and core values through interactions with team members and management
- Focused on success whilst ensure ethical standards are adhered to
- Focused on ensuring open communication and good working relationships with all staff
- Passionate about providing *Good Food, Great Service and Excellent Coffee* at all times
- Commitment to continuous learning and personal development

Key Performance Indicators

- Adhering to all of *The Coffee Club* standards, procedures and policies
- Demonstrates and practices personal presentation which is professional and adheres to The Coffee Club dress code
- Maintains effective communication with Franchisee/s, staff, suppliers and *The Coffee Club* Corporate Office
- Demonstrated commitment to provide Good Food, Great Service and Excellent Coffee. Experience managing customer data and CRM platforms and programs

Version Control

The Minor DKL Food Group Pty Ltd & The Coffee Club reserves the right to vary this position description when needed, to suit business needs but will consult with relevant staff in relation to any significant changes. This position description replaces all previous versions.