



Position Description

Head Chef - Operations

Employer: Free to Feed

Work Type/s: Full time - 40 hours per week.

Days: Flexibility required so that coverage can be facilitated across catering and events between Monday- Sunday. This does necessitate evening & weekend work where relevant.

Classification/s: Hospitality

Sector/s: Not For Profit (NFP), Social Enterprise

Location: Northcote, Melbourne

Reports to: CEO

Salary: A very competitive salary is available. To be negotiated, plus 9.5% superannuation and Salary Packaging*

**As Free to Feed is a not-for-profit entity and FBT exempt, it is able to provide its employees with benefits. Eligible part-time employees will be entitled to claim \$15,900 of GST free income.*

Free to Feed is a social enterprise championing people who have recently arrived in Australia, including refugees, people seeking asylum and new migrants. Free to Feed's advocacy is delivered through food and hospitality – cooking classes, dinners, catering and events.

Free to Feed is recruiting for a passionate & skilled Head Chef to lead the creation of truly authentic and remarkable food and events. As Free to Feed's Head Chef - Operations, you will develop Free to Feed's global menus alongside a talented team of cooks, ensuring authenticity, seasonality, culture, creativity and quality. This exciting, demanding and rewarding role will see you responsible for overseeing the management and production of a tight kitchen team and a talented team of cooks of refugee backgrounds. You should thrive in an inclusive, social and warm environment where people of refugee backgrounds participate & work. You will directly supervise our Chef (Trainer), Venue Manager, Cooking Instructors and Cooks.

Candidates should be open-minded, organised & focused with remarkable communication skills. Demonstrated experience in curating global (particularly Middle Eastern), seasonal menus is imperative. We are seeking someone who has strong operational experience and leadership and is highly organised. The Head Chef - Operations role will help lead Free to Feed's growth into a new catering kitchen and a third events venue/site.



We are looking for someone truly talented who is ready to take a bold step into the for-purpose sector to join a highly regarded, dynamic and growing social enterprise.

Key Responsibilities

- Develop menus and recipes in alignment with participant source country/region, cooking history and market appetite.
- Develop Free to Feed's Middle Eastern catering menus and recipes alongside it's cooks, ensuring seasonality, scalability, authenticity and quality.
- Establish food quality standards and oversee all food produced in Free to Feed's kitchen, from preparation to presentation.
- Work closely with Free to Feed's team in order to creatively develop unique dining & menu concepts and dining experiences.
- Brief, supervise and support the kitchen team (Chef-Trainer, Venue Manager, Catering Managers, Cooking Instructors and Cooks) providing professional and positive support and guidance.
- Keep the kitchen staff engaged, focused, calm, and working to their best capacity, especially when under pressure.
- Create a compassionate and supportive working environment for the kitchen team.
- Establish standardised food budgets and labour costs for each job and liaise with the relevant team members in order to enable accurate quoting and event resourcing.
- Oversee and manage kitchen inventory within allocated budget.
- Manage cost control & financial reporting relating to ingredients, food, drinks, equipment and logistics for each event.
- Ensure weekly stocktaking, ordering and effective stock control.
- Oversee and manage food and labour costing within allocated budget for each job or event and measure actuals against budget for each unique event.



Maintain and report on margins and any change in margins from a food and operations perspective.

- Develop and streamline processes for catering in order to facilitate and maintain growth in this area.
- Implementing efficient and effective processes in the way the business is run. Creating a culture of continuous improvement, open communication and innovation.
- Take responsibility for information systems and operations underpinning classes and catering jobs and manage the entire food logistics process.
- Supervise Venue Manager to ensure Free to Feed's venues are well maintained.
- Manage the food safety program or provide direction to your Chef-Trainer to do so. Taking temperature logs, liaising with council and organising alternative licenses and permits as required.
- Establish and maintain sources and relationships with suppliers for ingredients.
- Develop, document and explain cleaning procedures and enforce hygiene regulations across the organisation, including with volunteers and event staff.
- Supervise the team to produce classes and events to ensure the highest possible standard of delivery for all classes and events.
- Conduct kitchen orientation training and provide OH&S systems required to maintain a safe working environment.

Selection Criteria:

Essential:

- Minimum 5 years Head Chef experience.
- Solid leadership skills with experience leading and training a diverse team.



- Knowledgeable, compassionate, patient and possessing the attributes of a good teacher and mentor.
- Demonstrated experience in developing dynamic menus and food concepts.
- Experience in delivering successful catering and events operations, including systems, procedures and controls.
- Excellent communicator, able to communicate effectively within a fast-paced environment with a close knit team.
- A strong current hospitality network will be looked upon favourably.
- Willingness to share skills, knowledge, and expertise.
- Keen financial literacy around costing and quoting and operational management of a kitchen budget.
- Must be able to drive and have appropriate license to do so in Australia.

Values:

Our values are the foundation of our work and guide our decision making. It is a requirement that all staff and volunteers embody our values in all that they do.

Our values are: **Curiosity, Professionalism, Respect and Positivity.**

Application:

As a first step, please reach out to us to chat about the role. Your official application should consist of your CV and a personalised Cover Letter (or iPhone Video) including:

- An introduction to yourself;
- Share something that you're most proud of having done (personally or professionally) in your life;
- Your food philosophies and experiences &;
- Why Free to Feed would be a dream career for you!

Applications should be submitted to hello@freeto.org with Head Chef in the subject



line.