



POSITION DESCRIPTION

CHEF

POSITION DETAILS

Position Title:	Chef
Department:	Gunditj Mirring Services Pty Ltd Trading as Budj Bim Cultural Landscape Tourism (BBCLT)
Hours:	Full-time, 38 hours per week
Remuneration:	\$80,000 per annum + Super
Employment Type:	Permanent, subject to funding availability
Location:	Budj Bim Aquaculture Centre (Tae Rak Café) or any other properties as requested.
Reports to:	General Manager

ABOUT BBCLT

Budj Bim Cultural Landscape Tourism has evolved from 40 years of community-based planning and cultural tourism products being delivered along the Budj Bim UNESCO World Heritage Cultural Landscape.

The tourism enterprise draws visitor numbers substantially and sustainably to the Budj Bim Cultural Landscape and the western section of the Great Ocean Road Tourism Region by broadening the range of visitor experiences by marketing and providing access to the Budj Bim Cultural Landscape.

Gunditj Mirring Traditional Owners Aboriginal Corporation RNTBC has established a commercial subsidiary structure, namely Gunditj Mirring Services Pty Ltd t/a Budj Bim Cultural Landscape Tourism (BBCLT), to deliver cultural experiences across multiple cultural sites and manage the world class Tae Rak Aquaculture Centre at Lake Condah.

The business delivers a broad range of Budj Bim tourism products and visitor experiences while retaining the integral value of Gunditjmara people providing their cultural interpretations of the Budj Bim UNESCO World Heritage Landscape as a core requirement.

POSITION SUMMARY

The key objective of this role is to ensure that the preparation and service of food is of the highest standard, provide guidance to the team and to teach others. Follow set targets with food costs, kitchen wages, food safety and hygiene plus overall kitchen control. Applicants must have experience in people management and be able to lead, support, and empower their staff.

The Tae Rak Aquaculture Centre chef will also ensure all staff are aware of all compliance and government regulations under the *Victorian Food Act 1984*, the Australia New Zealand Food Standards Code and any other required legislation, regulations, and standards.

- ✓ **This is a permanent, full-time role.**
- ✓ **There are no split shifts and no night work.**
- ✓ **Workdays are Wednesday through Sunday.**

KEY RESPONSIBILITIES

Cooking Duties

- Work to create menus and recipes reflecting the style and provenence of the Budj Bim Cultural Landscape (BBCLT).
- Plan and monitor ingredients requirements to meet production schedules
- Cost all menus to ensure all are within budget.
- Monitor work quality, productivity of the members of the team to ensure that production requirements are met.
- Purchase and manage stock.
- Document recipes methods and work instuctions for kitchen staff to follow.
- Create open communication with all areas to ensure the kitchen operation is aware of all daily functions, tours, lunch orders.
- Have and maintain superior knowledge with regards to food products.
- Deal with any problems that arise to maintain guests expectations at a high level.
- Ensure stock ordering is completed successfully each week keeping within set budgets and upcoming bookings.
- Process invoices in a timely manner to the finance department for processing.
- Ensure stocktaking is undertaken each month as well as stock transfers.
- Roster all kitchen staff to balance required days off with needs and demand.
- Control kitchen wages within budget.
- Advise management of equipment malfunction and ensure repairs are done quickly.
- Ensure standards are met to HACCP guidelines
- Ensure compliance with and Food Safety guidelines including the appointment of a Food Safety Supervisor.
- Ensure WHS is best practice.

Generic Duties

- Attend events and actively promote BBCLT and its products.
- Maintain up to date product knowledge of the Aquaculture Centre, Budj Bim Cultural Landscape sites, and related activities.
- Resolve visitor complaints to the visitor's satisfaction within your level of authority or escalate as needed.
- Represent BBCLT in a positive and professional manner at all times.
- Demonstrate your ability and willingness to work for and with team members at all times.
- Maintain excellent grooming, personal hygiene and presentation standards.
- Familiarise yourself with company philosophy, values, background and history.
- Maintain the privacy of all company, visitor and employee information.
- Ensure that all Workplace Health and Safety requirements for the company are adhered to.
- Report any workplace hazards to your Manager.
- Support the company in its endeavour to provide a safe workplace and be responsible for an appropriate outcome.
- Ensure that all policies are adhered to within your department..
- Abide by reasonable instructions, company policies, regulations and common law.
- Any other duties required by the General Manager or Operations Manager.

These key responsibilities and performance standards may be modified from time to time to ensure that the desired project outcomes are achieved.

Employee Risk Management Responsibilities (including OH&S)

The following items are the duties of each employee:

- To take reasonable care for their own safety and the safety of others affected by their acts or omissions.
- To co-operate with their employer in relation to any action taken to comply with the OH&S Act.
- Not willfully or recklessly interfere with or misuse anything provided in the interest of health and safety.
- Identify risk and be able to manage and escalate issues.
- Not willfully place at risk the health and safety of any person at the workplace.
- Report all safety hazards and risk exposures, including losses to their supervisor.
- Maintain physical security of all property, equipment and buildings within your jurisdiction and control.
- All staff are required to actively reduce BBCLT's exposure to losses related to security, public liability and professional indemnity and reporting areas of concern.
- Correctly use and wear any personal protective gear/equipment at all times.

KEY SELECTION CRITERIA

The key selection criteria specified below outline the capabilities required for the position.

Knowledge and Skills

- Have **3+ years of experience as a Chef in a commercial kitchen.**
- Be Trade Qualified Chef – **Certificate III in Commercial Cookery or equivalent.**
- An understanding of indigenous and native produce and bush foods, or previous experience in preparing or cooking native foods would be highly advantageous.
- Have the ability to organise kitchen staff to achieve high quality output in volume.
- Have a good understanding of various cooking methods, ingredients, equipment and procedures.
- Have a sound knowledge of stock control, ordering, hygiene, safety awareness.
- Have an excellent record of kitchen and staff management.
- Have experience in handling emergency situations and providing solutions.
- Knowledge of quality management systems.
- Have competent financial reporting and cost management skills.
- Ability to work under pressure while maintaining a positive outlook and professional manner
- Flexible approach and attitude.
- Good communication skills.
- Hard working and reliable.
- Ability to work on weekends and public holidays.
- Takes initiative and can deal with complex issues, schedule own work, exercise judgement and work under limited direction.
- Has the ability to support Program/project implementation and delivery
- Strong understanding of OH&S/WH&S policies and procedures and actively contribute to a safe and respectful workplace.

Specialist/Technical Expertise

- An awareness and understanding of the impact of colonisation, and the historical and current issues affecting Gunditjmarra people and country; as well as the broader Australian Aboriginal and Torres Islander community and their relationships with the broader Australian society in order to communicate effectively and sensitively with Gunditjmarra and other stakeholders.
- An understanding of GMITOAC & GMSPL, its operations, and activities.

Conditions of Employment

- Must have a Victorian Drivers Licence.
- Ability to obtain a positive National Police and Working with Children Check.
- Based in Breakaway Creek, Victoria 3303.

Eligibility

- Appointments are subject to satisfactory completion of relevant screening checks.

GM SPL is an equal opportunity employer. If you believe you may be unable to achieve a positive check result, we have the ability to review your results and act with discretion. This allows us to employ staff only if we consider the outcome of this record will not have any negative impact on GM SPL operations or reputation, or the role the staff member is completing.

Applicants must submit a CV and a cover letter (maximum 2 pages) detailing their suitability for the role, specifically addressing the Key Selection Criteria or main responsibilities of the position.

This position is located in BREAKAWAY CREEK, VIC 3303. Approximately 3 hours from Geelong and 4 hours from Melbourne.

This position will close on 8 February 2026.

Acknowledgement

I have read and understand the requirements of the role, responsibilities and accountabilities as outlined within this Position Description. I also accept that as part of my development and in the course of the position evolving within the business, the position description may be updated on an ad hoc basis.

SIGNED

Employee's name

Employee's signature

Date

General Manager's signature

Date