



City of
Kalgoorlie
Boulder

Position Description

Position Title: Chef – EGCC

Position Details

Position Number	4002
Position Classification	Level 6/1 – 6/7
Status	Permanent Part Time
Directorate	Advocacy & Strategy
Work Location	Primarily based at the Eastern Goldfields Community Centre, with support provided across other City facilities as required.
Reports To	Coordinator Community Services
Supervisory Responsibility	Direct responsibilities for Cook and Kitchen Hands

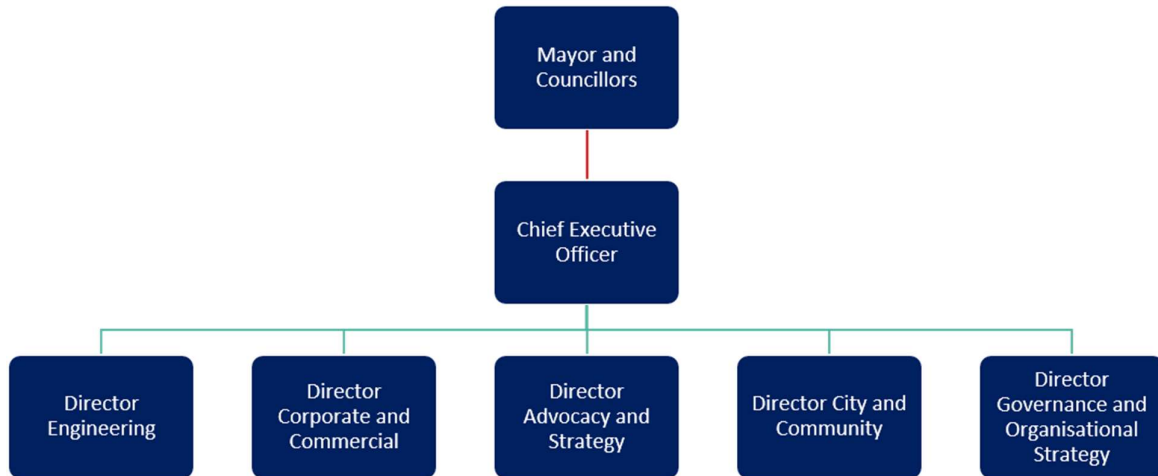
Organisational Overview

The City of Kalgoorlie-Boulder is a thriving regional city covering an area of 95,000 km² and home to over 30,000 people.

The City owns and manages contemporary community facilities, hosts a range of first-class events, and provides significant community investment in grants and sponsorships.

The City employs 400 plus staff members who operate out of eight City facilities. The Council employs the CEO, who is supported by the Executive Leadership Team, whose structure is set out below.

Organisational Structure



Vision, Mission and Corporate Values

VISION

Connected by its many communities, abundant in economic and lifestyle opportunities.

By 2050, Kalgoorlie-Boulder is a thriving, sustainable, and globally connected regional city — shaped by our Goldfields legacy and a rich Aboriginal heritage.

Kalgoorlie-Boulder is more than a place to live — it's a place of opportunity and innovation, where diverse industries, quality infrastructure, and lifelong learning contribute to a city where families and businesses grow and prosper, communities connect, and visitors feel welcome.

MISSION

'Working together for the place and people we call home.'

ACTRITE

Our Values for Performance and Accountability

Guiding our culture of performance, integrity, and impact

- A Accountability** We take ownership of our actions and outcomes, delivering on our commitments.
- C Collaboration** We work together with shared purpose to achieve common goals.
- T Teamwork** We support one another, celebrate success and grow stronger together.
- R Respect** We treat others with dignity, value diverse perspectives and build inclusive relationships.
- I Integrity** We act with honesty, fairness, and ethical responsibility in all we do.
- T Transparency** We communicate openly, share information freely and foster trust.
- E Excellence** We pursue high standards, continuous improvement and impactful results.

Together, we ACTRITE.

Position Overview and Purpose

This position supports the delivery of kitchen operations, with a core focus on the In Centre Meals program delivered through the Eastern Goldfields Community Centre kitchen. The role includes food preparation, cooking, menu support, hygiene and safety standards, and service delivery for community centre programs, events and functions. The role reports to the Coordinator Community Services and works closely with the Senior Officer Community & Recreation to align kitchen services with broader EGCC operations, programs, bookings and community centre priorities.

Position Accountabilities

Key accountabilities

- Plan, prepare, cook, and present seasonal menus for the In Centre Meals program, events and functions, making use of fresh local ingredients and conducting menu costing.
- Plan and liaise with the Coordinator Community Services and relevant City staff regarding events and functions supported by the kitchen.
- Coordinate with the Senior Officer Community & Recreation on day-to-day kitchen service requirements, including EGCC programs, room bookings, events, functions, community needs and service delivery impacts.
- Ensure compliance with food safety, hygiene, occupational health and safety requirements, including safe food handling practices, temperature records, cleaning processes, and start and end of day procedures.
- Respond to guest requests and food restriction in an attentive and accommodating manner.
- Effectively coordinate kitchen staff including training and rosters.
- Maintain high guest satisfaction levels through culinary leadership, always ensuring high quality of food and service.
- Manage food ordering, stock control and stocktake processes to support meal planning, minimise waste, and maintain appropriate stock levels within budget and City requirements.
- Maintain equipment, work areas and general supplies to ensure conformance to established health and safety standards.
- Liaise with food suppliers, place orders, coordinate deliveries, and resolve supply issues to support reliable kitchen operations.
- Work constructively as part of the wider team, supporting colleagues across kitchen operations
- Other duties as required to support kitchen operations, including oversight, training or supervision of kitchen staff when required.
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Key Performance Indicators

Meet all compliant health standards with the regular Environmental Health audits and visits, including completion of all temperature records for equipment and daily food deliveries.

- Consistency and quality of meals produced
- Contribution to function and event catering success
- Feedback from customers and the Coordinator Community Services
- Efficiency and collaboration within the kitchen team

Judgement & Decision Making

- Respond promptly to instructions and where necessary seek clarification to ensure effective completion of work.



- Self-manage workload and apply good judgement and problem-solving skills to situations with guidance from the supervisor.
- Apply legislation and Council policy direction to decision-making with guidance from the Manager.
- Work together effectively with supervisor/manager and team colleagues to develop efficient operational practices and standards.
- Apply knowledge and skills to ensure consistent quality outcomes

Skills & Knowledge

- Qualification relevant to Hospitality, Commercial cooking, Food handling and menu planning.
- A minimum of three years demonstrated experience working as a chef.
- Excellent hygiene standards and working knowledge of occupational health and safety standards.
- Previous experience in the preparation of menus and ordering of stock.
- Strong organisational skills with ability to work to deadlines with excellent attention to detail.
- Excellent interpersonal and communication skills including the ability to liaise effectively and courteously with internal and external customers.
- Strong team leader with the ability to work autonomously with initiative and the ability to solve problems and make decisions.
- Food and safety supervisor skill set certificate.
- Senior first aid certificate.
- Current satisfactory National Police Clearance.
- Current WA "C" Class driver's licence.

Corporate Accountabilities

Behavioral Responsibilities

- **Accountability** - We take ownership of our actions and outcomes, delivering on our commitments.
- **Collaboration** - We work together with respect and shared purpose to achieve common goals.
- **Teamwork** - We support one another, celebrate collective success and grow stronger together.
- **Respect** - We treat others with dignity, value diverse perspectives and build inclusive relationships.
- **Integrity** - We act with honesty, fairness and ethical responsibility in all we do.
- **Transparency** - We communicate openly, share information freely and foster trust.
- **Excellence** - We pursue high standards, continuous improvement and impactful results.

Corporate responsibilities

- Adhere to all City of Kalgoorlie-Boulder policies and procedures.
- Understand the principles of strong customer service and undertake duties in accordance with the City's Customer Service Charter.
- Ensure that all stakeholders are dealt with in a timely, courteous, and professional manner.
- Takes responsibility for and actively undertakes risk management activities in accordance with the City's Risk Management requirements.
- Promote positive and collaborative culture and values of the organisation through open, fair, and transparent decision-making and ethical, professional behaviour.
- Ensure that you take reasonable care to ensure your own health and safety and that of others.