Position Description

Position Title: Cook Casual – Golf Course

Position Details

Position Number	2743
Position Classification	Level 3/1 – 3/7
Status	Casual
Directorate	Advocacy & Strategy
Business Unit	Kalgoorlie Golf Course
Work Location	Primarily based at the Kalgoorlie Golf Course, with support provided across other City facilities as required.
Reports To	Head Chef
Supervisory Responsibility	No formal supervisory responsibility. May provide task guidance to less-experienced kitchen staff as directed by the Head Chef.

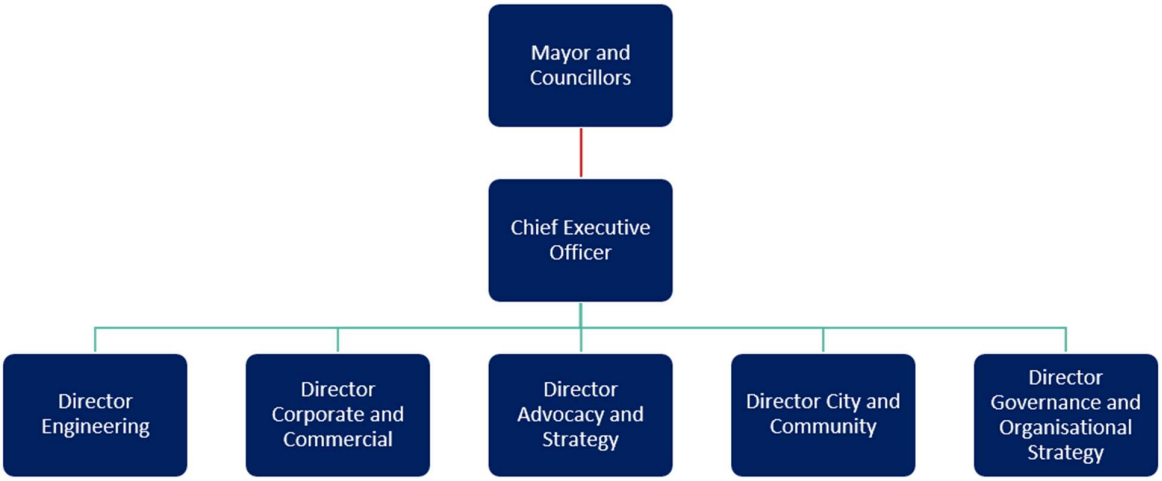
Organisational Overview

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 Objectives

Working under the direction of the Head Chef, the position prepares and presents quality meals for the Waterhole Bar & Bistro, daily service and functions. The role supports safe, efficient and responsive kitchen operations through food preparation, stock control, cleaning and day-to-day support to the kitchen team. This position forms part of the City's food services workforce and may be required to work across City facilities to support service delivery needs.

Key Responsibilities & Duties

Key accountabilities

- Prepare, cook and present meals for the Waterhole Bar & Bistro, daily service and functions.
- Prepare meals in line with approved recipes, menus, production requirements and Head Chef direction.
- Maintain consistent food quality, presentation, portion control and service standards.
- Maintain food safety, hygiene and required kitchen records in accordance with legislative and City requirements.
- Maintain a clean, safe and organised kitchen, including cleaning schedules and workplace health and safety practices.
- Assist the Head Chef with menu preparation, specials, function requirements and ingredient quantities as required.
- Monitor stock levels, rotate stock and advise the Head Chef when replenishment is required.
- Assist with receiving supplies, stocktake activities and checking goods against kitchen requirements.
- Use ingredients and kitchen resources efficiently to minimise waste.
- Work collaboratively with the Head Chef, kitchen and front-of-house teams.
- Provide task guidance to less-experienced kitchen staff when directed by the Head Chef.
- Escalate food safety, equipment, stock, customer service or operational issues to the Head Chef.
- Support efficient service during peak periods, functions and changing operational demands.
- Work across City-operated facilities as required to support service delivery, leave coverage, special events, functions and changing operational requirements.

Key Performance Indicators

- Meals are prepared and presented to required quality, portion, and service standards.
- Food safety, hygiene, cleaning, and recordkeeping requirements are consistently met.
- Stock is rotated, monitored, and used efficiently, with shortages and issues reported promptly.
- Bistro and function of food services are delivered reliably, including during peak periods.
- Positive and cooperative support is provided to the kitchen and front-of-house teams.
- Operational flexibility is demonstrated when supporting service delivery at alternate City facilities.

Judgement & Decision Making

- Plan and prioritise assigned food preparation and service tasks to meet bistro and function requirements.
- Apply sound judgement to routine food quality, hygiene, presentation and kitchen workflow matters.
- Use initiative to resolve routine operational issues within established procedures and Head Chef direction.
- Seek clarification or escalate non-routine issues, significant risks, customer concerns or matters outside the role's authority.
- Work collaboratively and adjust tasks to support changing service demands and peak periods.
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Skills & Knowledge

- Certificate III in Commercial Cookery, or an equivalent recognised qualification or demonstrated industry experience appropriate to the role.
- Experience in a commercial kitchen, hospitality or function catering environment.
- Working knowledge of food safety, hygiene and workplace health and safety requirements.
- Experience with stock rotation, basic stock monitoring and kitchen records.
- Ability to prepare and present meals consistently in a fast-paced service environment.
- Effective communication, teamwork and interpersonal skills.
- Ability to work autonomously on routine tasks and use initiative within established procedures and Head Chef direction.
- Food Safety Supervisor or Food Handling certification, or willingness to obtain.
- First Aid Certificate, or willingness to obtain where required.
- Current satisfactory National Police Clearance.
- Current WA C Class driver's licence.

Behavioral Responsibilities

- **Accountability** - We take ownership of our actions and outcomes, delivering on our commitments.
- **Collaboration** - We work together with respect and shared purposes 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 all stakeholders are dealt with in a timely, courteous and professional manner.
- Take responsibility for and actively undertake risk management activities in accordance with the City's risk management requirements.
- Promote a positive and collaborative culture through open, fair and transparent decision-making and ethical, professional behaviour.
- Take reasonable care to ensure personal health and safety and the health and safety of others.