

PGL Job Description



Job Title: Cook

Reporting to: Catering Team Leader / Catering Manager

Classification: Cook grade 2 level 3

Main purpose of the role

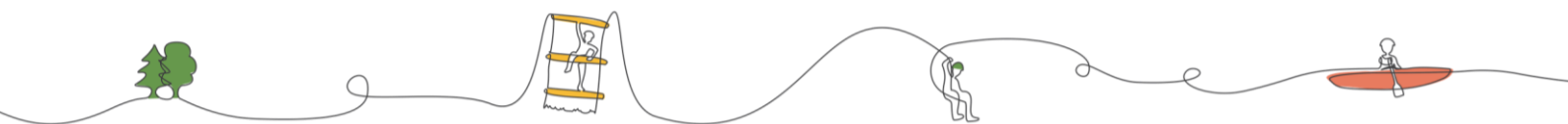
To provide tasty, nutritious meals for our guests in line with PGL catering standards. As Cook, you will have the opportunity to develop all round catering skills, including cooking, ordering, accounting for stock and staff supervision. You will also ensure that food safety management systems as well as healthy and safety standards are consistently followed.

As part of PGL you'll be creating unforgettable learning and adventure experiences that make a real difference to the lives of young people. Our incredible team has always been the secret to our success. Our people are our future, and we take great pride in matching your hard work with a commitment to looking after you and your career.

Responsibilities

Undertake food preparation and service in accordance with PGL catering standards and menu

- Ensure all meals are tasty and well presented to a high standard, on time and of consistent quality throughout every service
- Provide a high level of customer service
- Prepare food for breakfast, lunch and evening meals
- Ensure the presentation of all food and drink areas in the dining room are maintained to a high standard and in accordance with PGL Catering Standards.
- Assist with meal service from the counter in cafeteria style areas; actively interacting with guests and staff seeking feedback to improve service
- Understand different food allergies and dietary requirements and be flexible in your approach in adhering to these.
- Monitor quality of food production, addressing any issues/improvements immediately
- Ensure food provision is adequately well stocked throughout service on counter and salad bar
- Ensure that there is adequate provision of condiments and drinks throughout meal times.
- Correct procedures of storing, preparing, cooking and serving are followed to avoid allergenic or other cross contamination



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- Maintain high standards of cleanliness and hygiene in all kitchen areas, including the use of equipment, during food preparation, counter service and any other area of the dining room.
- Assist with washing up of cooking apparatus, crockery and cutlery during and after meal times.

Maintain hygiene, health and safety levels

- Adhere to all PGL policies in respect of Health, Hygiene and Safety
- Ensure all Kitchen Diary (HACCP system) records (e.g. temperature checks, cleaning records) are kept up to date.
- Be aware of, and contribute to, updating the Catering Risk Assessment to ensure Safety in the workplace.
- Undertake training and use the PGL Food Safety Management System
- Ensure that all areas of the kitchen and dining areas are kept in a hygienic and safe condition.

Assist with the training and development of catering colleagues

- Provide support and development to Catering Assistants to aid their catering skills and meeting departmental objectives.
- Ensure personal and demonstrated behaviours align with PGL values.

Personal development in catering and centre life

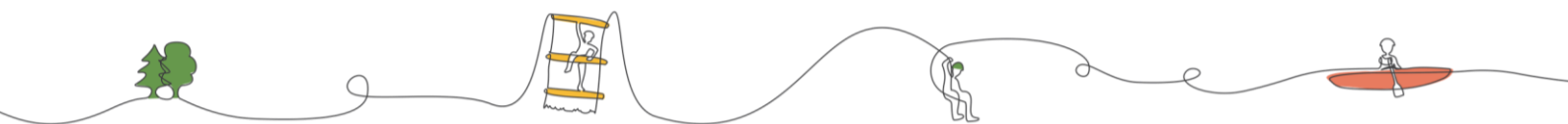
- Regularly review your own targets and attend regular reviews with your line manager.
- Duty Management on centre as required.
- Assisting with centre specific duties associated with a residential activity centre.
- Attending any training courses as directed by the Catering Manager.
- Assist in the training and development of new staff.
- Seek to develop self.

Assist with centre specific duties associated with a children's residential activity centre

- Assist in other departments as required (Operations, Housekeeping and Maintenance).
- Assist at other centres across PGL as required.
- Other duties as required by the Catering Manager and within the scope and classification of this role.

Useful Information

Our centre is transforming to better position us to support the business as we move into the future. As such, our roles are likely to evolve. Therefore, whilst this job description provides an overview of the main duties and responsibilities, it is not intended to be exhaustive and it



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Teamwork



Quality



Safety



Respect



Inclusivity



Fun

is anticipated that the contents will change over time whilst remaining within the broad remit of the role.

Person Specification

Education, Experience & Achievements	Essential	Desirable
Food Safety Supervisor qualification (or willing to obtain)		✓
Relevant industry experience (eg. Certificate III in Commercial Cookery)		✓

Skills & Knowledge	Essential	Desirable
Experience catering for large numbers	✓	
Experience working with strict procedures, paperwork and admin systems	✓	

Personal Attributes	Essential	Desirable
Experience in delivering a high level of customer service	✓	
Excellent organisational skills and be able to work under pressure	✓	
Have good people and liaison skills	✓	
Have a positive approach to team working and problem solving	✓	

Additional requirements	Essential	Desirable
Working with Children Check (Vic) / Blue Card (Qld)	✓	

Additional information

Environmental & Social Governance (ESG)

You are required to support and champion our Better Beyond Adventure Environmental Social Governance strategy whilst supporting our B Corp certification.

This requires personal, departmental and company-wide level support through ongoing engagement in discussions and decision-making around ESG, upholding company and department ESG goals and targets in your role as an ally.

Our Better Beyond Adventure strategy means we all have a role to play as part of our day job. This varies from team to team and by role. However, as standard it is now a requirement for each role to understand how they contribute to delivery of BBA across the three pillars:

- Our places, our planet
- Champions of wellbeing
- Playing our part



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And by delivering our BBA goals you will also be supporting our B Corp certification and role modelling our PGL Beyond values.

Equal Opportunities/Safeguarding

We pride ourselves on hiring the best people and recognise the importance and benefits of a diverse and inclusive team. However, the protection and safeguarding of our colleagues and the young people visiting our centres is our primary concern. You are required to obtain and maintain an employee Working with Children Check (Vic) / paid Blue Card (Qld) and you have a duty to report any safeguarding concerns through the appropriate channels throughout your employment with PGL.

Our Values

Our company values of teamwork; quality; safety; respect; inclusivity and fun define our beliefs and underpin everything we do. Though simple on the surface, when combined, these values create the exceptional experience that sets PGL apart for both our guests and colleagues.

Right to amend

The company reserves the right to amend the job description in consultation with the colleague to reflect changes in the role.

Job description updated on 16/10/2024

