

Cook

Job Description

A comprehensive job description template
for Australian hospitality businesses

Business Name: _____

Location: _____

Employment Type: _____

Reports To: _____

Date: _____

DISCLAIMER

This template is provided for general informational purposes only and does not constitute legal advice. It is designed to reflect Australian workplace standards and hospitality industry practices at the time of publication. You should review and tailor this template to suit your business, venue type, applicable modern award and specific requirements. For complex situations, independent legal or HR advice should be sought. RosterElf Pty Ltd accepts no liability for any loss arising from reliance on this document.

Table of Contents

1. Position Overview	3
2. Key Responsibilities	3
3. Required Skills and Attributes	4
4. Qualifications and Requirements	5
5. Working Conditions	5
6. Award Information	6
7. Expected Behaviours	6
8. Application Process	7

1. Position Overview

1.1 Position Title

Cook

1.2 Position Summary

The Cook is responsible for preparing and cooking food in a commercial kitchen environment. This role involves following recipes, maintaining food safety standards, preparing ingredients, cooking dishes to specification, and ensuring all food is prepared to a high standard of quality, presentation and hygiene.

The position requires practical cooking skills, knowledge of kitchen operations, ability to work efficiently under pressure, and a commitment to maintaining food safety and hygiene standards at all times.

1.3 Reporting Structure

This position reports to:

- Head Chef / Executive Chef
- Sous Chef / Kitchen Manager
- Venue Manager (in smaller operations)

1.4 Employment Type

This position is available as:

- Casual (variable hours based on business needs)
- Part-time (regular rostered hours)
- Full-time (38 hours per week)

2. Key Responsibilities

2.1 Food Preparation

- Prepare ingredients including washing, peeling, cutting and portioning
- Follow standard recipes and portion control guidelines
- Ensure all mise en place is completed before service
- Maintain consistency in food preparation across all shifts
- Set up workstation with required equipment and ingredients
- Prepare garnishes and accompaniments as required

2.2 Cooking and Service

- Cook dishes according to recipes, specifications and time requirements
- Operate kitchen equipment including ovens, grills, fryers and stoves safely
- Monitor cooking times and temperatures to ensure food quality

- Plate and present dishes to venue standards
- Ensure dishes are served at correct temperature
- Taste and adjust seasoning as required
- Work efficiently during peak service periods

2.3 Kitchen Hygiene and Food Safety

- Follow all food safety and hygiene regulations
- Maintain clean and organized workstation throughout service
- Comply with HACCP procedures and temperature monitoring
- Store food correctly at appropriate temperatures
- Label and date all prepared ingredients and stored items
- Clean kitchen equipment and work areas after use
- Report any food safety concerns immediately
- Maintain personal hygiene standards

2.4 Stock Management

- Receive and check deliveries for quality and accuracy
- Store ingredients correctly in appropriate locations
- Rotate stock using FIFO (first in, first out) method
- Monitor ingredient usage and inform chef of low stock
- Check expiry dates and remove expired items
- Minimize food waste through proper portioning and storage

2.5 Team Collaboration

- Work cooperatively with other kitchen staff
- Communicate effectively about order status and timing
- Support colleagues during busy periods
- Participate in kitchen briefings and meetings
- Follow instructions from head chef and senior kitchen staff
- Assist with training new kitchen team members

2.6 General Duties

- Assist with opening and closing kitchen duties
- Complete end-of-shift cleaning tasks
- Maintain kitchen equipment in good working order
- Report equipment faults and maintenance issues
- Follow workplace health and safety procedures
- Attend training sessions as required

3. Required Skills and Attributes

3.1 Essential Skills

Cooking Skills

Practical experience with various cooking methods (grilling, frying, baking, boiling, steaming). Competent knife skills and understanding of proper cutting techniques. Knowledge of cooking times and temperatures.

Food Safety Knowledge

Understanding of food hygiene standards and safe food handling practices. Knowledge of temperature control, contamination prevention and HACCP principles.

Time Management

Ability to prioritize tasks and work efficiently. Capability to manage multiple dishes during service. Work effectively under pressure during peak periods.

Attention to Detail

Precision in following recipes and measurements. Consistency in food preparation and presentation. Awareness of portion control and quality standards.

3.2 Personal Attributes

- Professional attitude and work ethic
- Physical stamina to work in hot kitchen environments
- Ability to stand for extended periods
- Flexibility to work varied shifts including weekends and public holidays
- Reliability and punctuality
- Team-oriented approach
- Willingness to learn and take direction
- Good communication skills
- Ability to remain calm under pressure

4. Qualifications and Requirements

4.1 Mandatory Requirements

- Current food handling or food safety certificate
- Eligibility to work in Australia (citizenship, permanent residency or valid work visa)
- Ability to work a flexible roster including evenings, weekends and public holidays
- Capacity to work safely in a commercial kitchen environment

4.2 Desirable Qualifications

- Certificate III in Commercial Cookery or equivalent
- Certificate IV in Commercial Cookery (for senior positions)

- Previous experience in a commercial kitchen
- Experience with specific cuisine types (if relevant)
- Knife skills certification
- Current first aid certificate

4.3 Experience

The required level of experience varies by classification level:

- Cook Level 1: Some relevant cooking experience, works under supervision
- Cook Level 2: More experienced or holds trade qualifications
- Higher levels: Advanced skills, multiple qualifications or supervisory experience

Entry-level positions may be available for candidates with the right attitude and willingness to learn, with on-the-job training provided.

5. Working Conditions

5.1 Hours of Work

- Shift work including early mornings, evenings and split shifts
- Regular work on weekends and public holidays
- Shift lengths typically range from 4 to 10 hours
- Roster provided in advance as per award requirements
- Minimum engagement of 3 hours per shift

5.2 Physical Requirements

- Standing and walking for extended periods throughout shifts
- Lifting and carrying heavy items (up to 20kg) including pots and equipment
- Bending, reaching and stretching during food preparation
- Working in hot environments near ovens, grills and stoves
- Manual dexterity for knife work and food preparation
- Ability to work at a fast pace during busy service periods

5.3 Work Environment

- Commercial kitchen environment
- Exposure to high temperatures from cooking equipment
- Working with hot surfaces, flames and steam
- Use of sharp knives and kitchen equipment
- Noise from kitchen operations during service
- Working in confined spaces with other kitchen staff

- Exposure to cleaning chemicals

5.4 Uniform and Presentation

- Chef whites or kitchen uniform provided by the venue
- Closed-toe, non-slip, professional kitchen footwear required
- Hair tied back or covered with chef hat
- Clean-shaven or beard nets for facial hair
- Minimal jewellery (wedding bands and small studs only)
- Short, clean fingernails
- Personal hygiene standards strictly maintained

6. Award Information

6.1 Modern Award Coverage

This position is typically covered by the Restaurant Industry Award 2020 (MA000119). The award sets minimum pay rates, penalty rates, allowances and conditions for employees in restaurants, cafes, catering and similar hospitality businesses.

6.2 Classification Level

Cooks are classified under the Restaurant Industry Award as follows:

- Cook Level 1: Employee with some relevant experience who works under supervision
- Cook Level 2: More experienced employee or one with trade qualifications
- Cook Level 3: Advanced cook with higher duties or supervisory responsibilities
- Cook Level 4: Highly skilled cook with multiple qualifications and supervisory duties

The specific classification level will be determined based on qualifications, experience and the duties performed by the successful candidate.

6.3 Penalty Rates and Allowances

Employees are entitled to penalty rates for work performed:

- Saturday: Higher casual loading or penalty rate applies
- Sunday: Premium rate applies
- Public holidays: Premium rate applies
- Overnight shifts: Applicable allowances may apply

Additional allowances may apply for split shifts and other specified conditions. Refer to the Restaurant Industry Award for current rates and conditions.

7. Expected Behaviours

7.1 Professional Conduct

- Treat all colleagues and managers with respect and courtesy
- Maintain confidentiality regarding recipes and business information
- Follow all venue policies and procedures
- Represent the venue professionally at all times
- Arrive on time for scheduled shifts, ready to work
- Notify management of absence or lateness as soon as possible
- No consumption of alcohol or drugs during work hours

7.2 Quality Standards

- Maintain consistent quality in all food preparation
- Follow recipes and portion control guidelines precisely
- Ensure presentation meets venue standards
- Taste food regularly to maintain flavor consistency
- Take pride in the quality of work produced
- Report any quality issues immediately

7.3 Teamwork Expectations

- Work cooperatively with all kitchen staff
- Communicate clearly about orders and timing
- Support colleagues during busy periods
- Share knowledge and assist with training
- Participate positively in team meetings and briefings
- Accept feedback constructively and implement improvements

7.4 Safety and Hygiene

- Strictly follow all food safety and hygiene procedures
- Report any safety hazards or incidents immediately
- Use personal protective equipment as required
- Follow safe work practices when using equipment
- Maintain cleanliness of work areas at all times
- Comply with workplace health and safety policies

8. Application Process

8.1 How to Apply

Interested candidates should submit:

- Current resume/CV outlining cooking experience
- Brief cover letter explaining interest in the position
- Copies of relevant certificates (food handling, qualifications, etc.)
- Contact details for two professional referees

8.2 Selection Process

Shortlisted candidates will be invited to:

- Initial phone or video interview
- In-person interview with head chef or kitchen manager
- Cooking trial shift (paid) to assess practical skills
- Reference checks

8.3 Equal Opportunity

We are an equal opportunity employer and welcome applications from all qualified candidates regardless of age, gender, cultural background, disability or other characteristics protected by law.

Position Acknowledgement

I have read and understood this job description. I understand that my duties may be varied from time to time to meet the operational needs of the business.

Employee Name: _____

Employee Signature: _____

Date: ____ / ____ / ____

For Manager Use Only

Manager Name: _____

Manager Signature: _____

Date: ____ / ____ / ____