

Line Cook Job Description

A comprehensive job description template
for Australian commercial kitchens

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

Line Cook / Cook / Kitchen Hand (Advanced)

1.2 Position Summary

The Line Cook is responsible for preparing and cooking food at an assigned station in a commercial kitchen. This role involves working as part of a kitchen brigade to execute recipes to specification, maintain quality standards during service periods, and ensure food safety compliance.

The position requires strong cooking skills, the ability to work efficiently under pressure in a fast-paced environment, excellent organisation and mise en place habits, and a commitment to maintaining high standards of food safety and kitchen hygiene.

1.3 Reporting Structure

This position reports to:

- Head Chef / Executive Chef
- Sous Chef
- Kitchen Manager / Chef de Partie (for specific sections)

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 Station Management

- Maintain assigned station (grill, saute, garde manger, fryer, etc.)
- Ensure all mise en place is prepared before service
- Keep station clean, organised and well-stocked throughout service
- Set up and break down station according to opening and closing procedures
- Maintain equipment and report any maintenance issues
- Organise workspace for maximum efficiency during service

2.2 Food Preparation

- Prepare ingredients according to recipes and specifications
- Execute prep lists accurately and efficiently

- Use knives and kitchen equipment safely and correctly
- Follow portion control guidelines to minimise waste
- Prepare sauces, stocks and other components as required
- Complete prep work within allocated timeframes

2.3 Cooking During Service

- Cook dishes to order following recipes and specifications
- Ensure correct cooking temperatures and doneness
- Time multiple dishes to be ready simultaneously
- Coordinate with other stations for complete orders
- Maintain quality and consistency across all dishes
- Adjust cooking times and techniques as needed during busy periods
- Communicate clearly with front-of-house for special requests

2.4 Plating and Presentation

- Plate dishes according to presentation standards
- Ensure visual appeal, correct garnishes and cleanliness of plates
- Maintain consistent portion sizes
- Check each dish before it leaves the kitchen
- Work efficiently to minimise ticket times

2.5 Food Safety and Hygiene

- Follow all food safety and hygiene procedures
- Maintain proper food storage and temperature control
- Implement HACCP principles in daily work
- Monitor and record temperatures as required
- Practice proper hand washing and personal hygiene
- Keep work areas clean and sanitised throughout service
- Follow cleaning schedules and deep cleaning procedures

2.6 Stock Management

- Monitor ingredient levels during service
- Communicate with head chef about stock needs and 86d items
- Practice proper stock rotation (FIFO)
- Minimise waste through efficient prep and portioning
- Store ingredients correctly after service
- Assist with stocktakes and inventory as required

3. Required Skills and Attributes

3.1 Essential Skills

Cooking Techniques

Proficiency in fundamental cooking methods including grilling, sauteing, roasting, braising, poaching and frying. Sound knife skills and understanding of ingredient preparation.

Speed and Efficiency

Ability to work quickly and accurately under pressure. Manage multiple orders simultaneously without compromising quality. Maintain composure during peak service periods.

Organisation

Strong mise en place habits. Excellent time management. Ability to prioritise tasks and maintain organised workspace throughout service.

Communication

Clear verbal communication with kitchen team. Ability to call orders and respond to chef instructions. Coordination with other stations.

3.2 Personal Attributes

- Physical stamina to stand for extended periods in hot environment
- Ability to work under pressure and maintain quality
- Attention to detail in cooking, plating and presentation
- Team player with positive attitude
- Punctuality and reliability
- Flexibility to work varied shifts including weekends and public holidays
- Willingness to learn and accept feedback
- Professional demeanour in high-pressure situations

4. Qualifications and Requirements

4.1 Mandatory Requirements

- Current food handling certificate (state-specific requirements)
- Minimum 1-2 years experience working in a commercial kitchen
- Demonstrated knife skills and cooking ability
- Eligibility to work in Australia (citizenship, permanent residency or valid work visa)
- Ability to work flexible roster including early mornings, late evenings, weekends and public holidays

4.2 Desirable Qualifications

- Certificate III in Commercial Cookery or equivalent
- Experience in similar venue type or cuisine style

- Additional food safety certifications (HACCP, allergen training)
- Current first aid certificate
- Experience working in high-volume kitchens
- Specialty skills relevant to venue (pastry, butchery, etc.)

4.3 Experience

Candidates should have practical experience working in a commercial kitchen environment. Experience should demonstrate ability to work on multiple stations, maintain quality during busy service periods, and follow recipes accurately.

5. Working Conditions

5.1 Hours of Work

- Shift work including early mornings, afternoons and late evenings
- Regular work on weekends and public holidays
- Split shifts may be required for lunch and dinner service
- Shift lengths typically range from 6 to 10 hours
- Roster provided in advance as per award requirements

5.2 Physical Requirements

- Standing and walking for extended periods throughout shifts
- Lifting and carrying heavy pots, equipment and ingredients (up to 20kg)
- Bending, reaching and stretching during prep and service
- Working in hot, humid kitchen environment
- Exposure to heat from cooking equipment
- Working with sharp knives and hot surfaces

5.3 Work Environment

- Commercial kitchen in restaurant, cafe, hotel or catering facility
- Fast-paced, high-pressure environment during service periods
- Exposure to heat, steam, cooking odours and noise
- Close working proximity with other kitchen staff
- May involve working in confined spaces
- Potential for minor burns, cuts and kitchen injuries

5.4 Uniform and Presentation

- Chef whites or kitchen uniform provided (or as specified)
- Safety footwear required (non-slip, closed-toe, steel cap recommended)
- Chef hat or hair covering required

- Minimal jewellery for safety and hygiene
- Short fingernails and no nail polish
- Clean-shaven or beard neatly trimmed and covered

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

Line cooks are generally classified under the award as:

- Cook Grade 1: Cooks in training with less than 12 months experience
- Cook Grade 2: Cooks competent in a range of cooking tasks
- Cook Grade 3: Cooks with trade-level skills or advanced cooking ability

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

6.3 Penalty Rates and Allowances

Employees are entitled to penalty rates for work performed:

- Saturday: Higher casual loading applies
- Sunday: Premium rate applies
- Public holidays: Premium rate applies
- Late night shifts: Applicable allowances may apply

Refer to the Restaurant Industry Award for current rates and conditions.

7. Expected Behaviours

7.1 Professional Conduct

- Treat all team members with respect and courtesy
- Maintain confidentiality regarding recipes, suppliers and business operations
- Follow all venue policies, procedures and chef instructions
- Arrive on time for scheduled shifts with proper uniform
- Notify management of absence or lateness as soon as possible
- Represent the kitchen and venue positively at all times

7.2 Quality Standards

- Maintain consistent quality across all dishes
- Follow recipes and specifications exactly
- Ensure correct cooking temperatures and doneness
- Check dishes before sending to pass
- Take pride in food presentation and craftsmanship
- Communicate immediately if standards cannot be met

7.3 Teamwork Expectations

- Support colleagues during busy service periods
- Communicate clearly with other stations for timely coordination
- Assist with prep work and station setup as needed
- Participate positively in kitchen meetings and briefings
- Accept feedback constructively and apply improvements
- Share knowledge and techniques with junior staff

8. Application Process

8.1 How to Apply

Interested candidates should submit:

- Current resume/CV highlighting relevant kitchen experience
- Brief cover letter outlining cooking skills and availability
- Copies of relevant certificates (food handling, trade qualification, etc.)
- Contact details for two referees (preferably head chefs or kitchen managers)

8.2 Selection Process

Shortlisted candidates will be invited to:

- Initial interview to discuss experience and skills
- Practical cooking assessment or trial shift (paid)
- Meet with head chef and kitchen team
- 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 kitchen.

Employee Name: _____

Employee Signature: _____

Date: ____ / ____ / ____

For Manager Use Only

Manager Name: _____

Manager Signature: _____

Date: ____ / ____ / ____