

# Top of the Range Macedon Regional Park

## Position profile: COOK

### **We're looking for a creative, knowledgeable, and enthusiastic cook...**

Top of the Range is looking for a Cook to be part of an enthusiastic team in our Cafe, and event venue.

This is an opportunity for the right person to be part of a successful cafe in a busy tourist destination, which seats up to 120 people. Your organisational skills will be required for the day to day running of the kitchen for "off the menu" orders as well as; group bookings, and functions. We want to grow the business, and require someone who wants to grow along with us.

Days of work will be Sunday, Monday, Tuesday; Including public holidays (as required). Hours will be 9:30am to 4:00pm.

We are looking to hire someone with the ability to continue (and to improve) the high quality service provided by Top of the Range, with a strong focus on teamwork.

### **About the workplace**

Top of the Range is situated on the summit of Mount Macedon, within the Macedon Regional Park, only 45 minutes from Melbourne. Conveniently located just off the Calder Freeway.

We are a family business, open 7 days a week from 10am-4pm every day of the year, except Christmas Day, and days of extreme fire danger. Mount Macedon is a popular tourist attraction, and during various times of the year, the region can see tens of thousands of international visitors.

Our aim is to continue our progress towards world-class status as a tourist destination, we plan to accomplish this with the right team all working together.

### **Tasks/duties involved with this position include:**

- Produce quality food efficiently
- Work unsupervised to manage the kitchen
- Use critical, logical thinking in solving problems
- Can implement inventory control measures to minimise food wastage, and spoilage
- Manage stock, and request orders as required by the kitchen
- Undertake reporting, and ensure kitchen meets all safety, regulatory and professional compliance standards
- Meet all rules, and policies set out by the business
- With the assistance of the Business Manager, plan seasonal menus

- Arrange the purchasing, and pricing of goods according to budget by liaising with the ordering manager
- Maintain all records required including stock levels, and wastage reports. While monitoring habits, and implementing best practices with company budgets in mind
- Ensure kitchen facilities comply with all health regulations, and are clean, functional, and of suitable appearance
- Understand the importance of prioritisation
- Ability to work flexible hours including weekends (quiet times vs busy times)
- Ability to work in a team environment and lead where required.
- Cleaning of your work areas
- During quiet times, you will be required to work as a team and help others
- Utilise our internal management software to stay up to date with all bookings, and internal communications
- Attend regular staff meetings as required

## About You

As the ideal candidate, you will have:

- Food Safety Supervisor Certificate, and food handling certification
- An outgoing, and confident personality
- Ability to take criticism on board, and improve as required
- Ability to liaise with team members, and problem solve
- Sound written, and verbal communication skills
- Sound computer, and documentation skills
- A current, and valid Police Check
- Ability to be a team member, and achieve collective goals.
- You must have the right to live, and work in Australia to apply for this job.

We're looking to have someone with enthusiasm, initiative, and energy. We value team players, our particular workplace only functions best when everyone works together.

## Pay, and entitlements

- This role will be paid at award rates, with a yearly review based on performance.
- Superannuation will be accrued at the standard legislated rate.
- Sick leave, and annual leave will be accrued at the legislated rates.

## Further information, and apply

For further information or to express interest in this role; please supply the following information in an email to; [luke@topoftherange.net](mailto:luke@topoftherange.net)

- Name

- Phone number, and email address
- Cover letter, and resume/CV