



BOARDING HOUSE CHEF / COOK

Commencing Term Two, 2025

We seek a permanent position responsible for providing nourishing meals supporting students' academic pursuits.

- 30 hours per week during school terms
- Five day week includes:
 - Tuesday – Wednesday: 2 pm – 7 pm
 - Thursday – Friday: 1 pm – 7.30 pm
 - Saturday: lunch and dinner, 7-hour split shift

Context of the Role

The Hamilton and Alexandra College is a proudly regional, independent, co-educational, day and boarding school from Early Learning to Year 12.

The College has a future-focused academic program that nurtures and develops the whole child, providing opportunities to pursue and develop passions and to achieve to the highest standard.

The Boarding House kitchen provides catering for 80-100 boarding students during term time. This role supports the Head Chef and is assisted by a kitchen hand and the general boarding staff.

Requisite skills and role requirements

The successful applicant will have:

- A current Food Handling Certificate;
- Enthusiasm for cooking healthy food options;
- A willingness to engage with students and adhere to the College's Child Safety and Wellbeing Policy and Child Safety Code of Conduct;
- Good organisational skills, enjoy a challenge and be self-motivated;
- Personal and kitchen hygiene; and
- Uniform and personal presentation.

Role Requirements

The successful applicant will undertake:

- Food preparation and presentation;
- Workplace safety - all aspects, inductions, inspections, toolbox meetings, logging hazards, ensuring food standards are met, presentation of bain maries, cold display units;
- Design of menus that provide healthy, varied, and nutritious meals and snacks for young people aged 12 to 18 years-old;
- Prepare and serve a two-course hot evening meal for students, staff and guests from Tuesday to Saturday, along with a Saturday lunch service;
- Manage the special dietary needs of boarding students such as gluten free, lactose intolerance, vegan, wheat free and other food-based allergies in consultation with the Head Chef and the Director of Boarding;
- Support the catering requirements for key functions and events as outlined by the school;
- Work professionally, positively and collaboratively with all other kitchen staff and supervise the kitchen staff when acting as Head Chef;
- Maintain a kitchen that meets national standards established by Food Standards Australia;
- Support the Director of Boarding and Head Chef with formal and theme dinners and aim to create special events for the boarders who reside full time at the school;

- Be available before the beginning of each term and at the end of each term to ensure that the set up and close down of the kitchens are as required by the school;
- Be supportive of the Director of Boarding, Head Chef and the school at all times and on all matters; and
- Other duties as directed by the Business Manager.

Hamilton and Alexandra College is committed to protecting children and promoting a culturally safe and supportive working environment for diverse communities. The above is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required for the position.

Education/Qualifications

- Certification as a Chef / Cook.

Experience and Skills

Essential

- Functions catering experience.
- Computer literacy.

Desirable

- Previous experience working as a chef or cook.
- Experience in boarding school facilities or school-based kitchens.
- Knowledge, understanding and interest in the nutritional requirements of adolescents.

Personal Qualities

Essential

- High level of attention to detail.
- Sound knowledge of current food trends.
- Excellent culinary skills.
- Ability to work both independently and collaboratively as part of a team.
- Ability to work under pressure in a calm and methodical manner.
- Excellent organisational and time management skills.
- Well-developed communication and interpersonal skills.
- Ability to use initiative.
- Good sense of humour with a positive outlook.

Application Process

Applications should be submitted via email to admin@hamiltoncollege.vic.edu.au. Applications must include:

- a cover letter of no more than one page
- a current curriculum vitae
- The details of two professional referees.

Applications should be addressed to:

Business Manager
Jason Bourke
The Hamilton and Alexandra College

Shortlisted candidates will be invited to attend an interview.

After reference and child safety checks are completed, a verbal offer will be made to the preferred candidate. Once accepted, a written offer will follow.