



Job Description - Cook

Generic Skills

- Plan, collect, organise food and commodities for menus
- Prioritise menus, recipes and task sheets
- Read recipes, menus, and orders
- Prepare and use specialised kitchen equipment for use
- Plan and organise logical work sequences within time restraints
- Communicate with other staff members of the kitchen team and food service staff
- Work cooperatively with other members of the kitchen team
- Identify and respond to conflict situations within kitchen environment
- Maintain product, service and market knowledge
- Coach others members of the patisserie team
- Demonstrate a high standard of personal hygiene
- Ensures high standards of sanitation and cleanliness are maintained throughout kitchen area
- Performs miscellaneous job-related duties as assigned
- Attend kitchen / patisserie meetings

Specific Skills

- Assemble and prepare ingredients for menu items
- Skills in a wide range of cookery methods to produce a range of menu items including:
 - o boil, blanch, simmer, poach, steam, stew, braise, roast, bake, grill, shallow fry and deep fry
- Plan and sequence the timing of food and preparation of tasks
- Plan, prepare and produce a range of menu items including
 - o appetisers, salads, sandwiches, stocks, sauces, soups, eggs, vegetables and farinaceous, meat, poultry, game, seafood, hot and cold dessert, pastry, cakes and yeast goods
- Portion and plate food for service
- Develop and test new recipes for enterprise menus
- Plan, prepare, display, service and clear a buffet
- Deal with problems such as shortage of food items, mistakes, problem in food production or equipment failure
- Give clear instruction to kitchen staff (within area of responsibility)
- Liaise with colleagues about flow of service
- Maintain hygienic food preparation work area
- Minimise food spoilage
- Report problems and incidents to head chef or relevant manager
- Ensure cleaning equipment and cleaning agents are correctly used



- Ensure equipment is correctly cleaned, stored and waste is handled according to health and safety regulations
- Evaluate food products to ensure quality standards are consistently attained
- Knowledge of supplies, equipment and services, ordering and inventory control
- Receive and store stock to enterprise standards
- Maintain an efficient store
- Prepare food for different service periods
- Meet specialist dietary requests
- Conduct end of service procedures

Competencies required for Certificate III in Hospitality (Commercial Cookery)

SITXCOM001A	Work with Colleagues and Customers
SITCCOM002A	Work in a Socially Diverse Environment
SITXCOM002A	Follow Health, Safety and Security Procedures
SITHIND001A	Develop and Update Hospitality Industry Knowledge
SITXCOM004A	Communicate on the Telephone
SITXCOM003A	Deal with Conflict Situations
SITXOHS002A	Follow Workplace Hygiene Procedures
SITHCCC001A	Organise and Prepare Food
SITHCCC002A	Present Food
SITHCCC003A	Receive and Store Kitchen Supplies
SITHCCC004A	Clean and Maintain Kitchen Premises
SITHCCC007A	Prepare Sandwiches
SITHCCC005A	Use Basic Methods of Cookery
SITHCCC006A	Prepare Appetisers and Salads
SITHCCC008A	Prepare Stocks, Sauces and Soups
SITHCCC009A	Prepare Vegetables, Fruit, Eggs and Farinaceous Dishes
SITHCCC010A	Select, Prepare and Cook Poultry
SITHCCC011A	Select, Prepare and Cook Seafood
SITHCCC012A	Select, Prepare and Cook Meat
SITHCCC013A	Prepare Hot and Cold Desserts
SITHCCC014A	Prepare Pastry, Cakes and Yeast Goods
SITHCCC015A	Plan and Prepare Food for Buffets
SITHCCC016A	Develop Cost Effective Menus
SITHCCC023A	Select, Prepare and Serve Specialised Food Items
SITHCCC024A	Select, Prepare and Serve Specialised Cuisines
SITHCCC027A	Prepare Cook and Serve Food for Food Service
SITHCCC028A	Prepare Cook and Serve Food for Menus
SITHCCC029A	Prepare Foods According to Dietary and Cultural Needs
SITXFSA001A	Implement Food Safety Procedures
SITXHRM001A	Coach Others in Job Skills
HLTFA301B	Apply First Aid



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Competencies required for Certificate III in Hospitality (Asian Cookery)

SITXCOM001A	Work with Colleagues and Customers
SITCCOM002A	Work in a Socially Diverse Environment
SITXCOM002A	Follow Health, Safety and Security Procedures
SITHIND001A	Develop and Update Hospitality Industry Knowledge
SITXCOM004A	Communicate on the Telephone
SITXCOM003A	Deal with Conflict Situations
SITXOHS002A	Follow Workplace Hygiene Procedures
SITHCCC001A	Organise and Prepare Food
SITHCCC002A	Present Food
SITHCCC003A	Receive and Store Kitchen Supplies
SITHCCC004A	Clean and Maintain Kitchen Premises
SITHCCC016A	Develop Cost Effective Menus
SITHCCC029A	Prepare Foods According to Dietary and Cultural Needs
SITXFSA001A	Implement Food Safety Procedures
SITXHRM001A	Coach Others in Job Skills
HLTFA301B	Apply First Aid
SITHASC001A	Use Basic Asian Methods of Cookery
SITHASC002A	Produce Appetisers and Snacks for Asian Cuisine
SITHASC003A	Prepare Stocks and Soups for Asian Cuisines
SITHASC004A	Prepare Sauces, Dips and Accompaniments for Asian Cuisines
SITHASC005A	Prepare Salads for Asian Cuisines
SITHASC006A	Prepare Rice and Noodles for Asian Cuisines
SITHASC007A	Prepare Meat, Poultry, Seafood and Vegetables for Asian Cuisines
SITHASC027A	Prepare, Cook and Serve Asian Food for Food Service
SITHASC028A	Prepare, Cook and Serve Asian Food for Menus
SITHASC008A	Prepare Desserts for Asian Cuisines
SITHASC009A	Prepare Curry Paste and Powder for Asian Cuisines
SITHASC010A	Prepare Satay for Asian Cuisines
SITHASC011A	Prepare Vegetarian Dishes for Asian Cuisines
SITHASC012A	Select, Prepare and Serve Specialised Asian Cuisines