**West Australian Caterers Pty. Ltd.**

**79 Eton Street, North Perth WA 6006, ph: 08 9443 4404**

**ABN: 73275991566**

**LIST OF KEY DUTIES AND RESPONSIBILITIES**

**Position: COOK Level 3**

Explanation: level 3 cook - a chef or equivalent who has completed an apprenticeship or who has passed the appropriate trade test, and who is engaged in cooking, baking, pastry cooking or butchering duties.

* Bulk cater for school camps and groups as required on Rottnest Island
  + Prepare meals for school groups as outlined per menu
  + Meet and greet the school camp organiser and organise meal times
  + Explain to groups their dining room clean up and dishwashing duties
* Assist in planning menus, food ordering and in devising means of using left-over foods in line with health regulations
  + Order food according to the standard weekly menu
* Responsible for cleaning kitchen, storeroom, and refrigerators in line with health regulations
  + Check cool room and freezer temperatures regularly checked
  + Ensure appropriate cleaning materials are used to ensure top level hygiene
  + Clean camp kitchen (stove and benches) after school camp finish
* Perform related work as required