

Position Description

Position Title: Cook	Date: February 2020
Reports to: Assistant Manager	Department: Legune Station

Position Purpose

AAM Investment Group (AAM) is an Australian owned and operated provider of investment, asset management, operational and consultancy services. The business structures, operates and manages investments across agriculture and agribusiness enterprises and regionally based infrastructure projects, drawing on the team's knowledge and experience in these sectors to improve investment performance through operational and technological efficiencies and precision management techniques.

Legune Station is located on 306,000 hectares of private land in the Joseph Bonaparte Gulf, bordering Western Australia and the picturesque Kimberley region. Legune Station runs 35,000 head of high-grade Brahman cattle, with approximately 20 staff located at the station. The region boasts some of the best fishing in Australia and provides easy access to top attractions such as Lake Argyle, the Bungle Bungles and El Questro Homestead just to name a few!

Reporting to the Station Manager's Assistant, the Station Cook contributes to the achievement of operational outcomes through planning menus, organising and ordering supplies, preparing tasty, nutritious meals for 12 to 20 people and maintaining the kitchen, dining room and food storage areas in a clean, tidy and hygienic state.

Key Responsibilities

- Prepare four meals a day including breakfast, morning tea, lunch and dinner. Breakfast should offer cereal and cooked. Dessert is to be offered with the evening meal.
- Plan and prepare meals that are nutritious, contain protein and minimise food wastage.
- Have ready appropriate fillings etc for those staff away from the station for the day to prepare their own morning tea and lunch. It is the responsibility of the head stockman to liaise with you on their staff's requirements.
- Meal times are at 6.00am breakfast, 9:30am morning tea, 12.30pm lunch and 7pm dinner. These may vary with season demands, if changes are needed you will be advised by the manager.
- Supervise and train cooks offsider if required.
- Maintain the cleanliness of the kitchen and dining areas, including the floors, stove, cupboards, freezers and cool rooms and ensure all is compliant with relevant health and safety standards.
- Ensure all kitchen and associated laundry is clean and available at all times.
- Ensure constant supply of hot water from kettles/urn.
- Ensure all cooking utensils are cleaned and maintained following food preparation. Staff and visitors wash their own dishes – ensure the sink is filled with hot suds at each meal for their use.
- Kitchen supplies and stores are to be drawn from the main store. Ensure store orders are completed on time. Store runs are done every second Friday to Kununurra.
- On weekends off, there will be a BBQ night for all staff at Legune. Please ensure the necessary planning and ordering supports this timing. Ensure the BBQ box is stocked and clean.
- Liaise with the Station Manager and Manager's Assistant to determine days off and meal requirements during that time.

- Ensure water container is filled with rainwater and ice.
- Ensure compliance with Company Policies and Procedures within the scope of the position including ensuring approval for all orders before placing requests;
- AAMIG is committed to providing a safe and healthy workplace for all staff, clients, and visitors to our facilities. All staff are required to contribute to and promote a continuous workplace health and safety culture.

Experience and Qualifications

- Trade Qualifications – Chef/cook or relevant equivalent experience
- Experience working in a remote environment.
- Must have been or be prepared to be vaccinated against tetanus, hepatitis and Q fever.

Competencies and Skills

- Proven ability to work independently and as part of a team.
- Be punctual, time efficient, polite, friendly and organised.
- Can do attitude.
- Be open to learning new skills.
- Be able to understand, and follow health and safety standards and maintain food hygiene standards.
- Ability to prepare meals in adherence with set budget.

Key Relationships

Internal:

- All Site Staff

External:

- Suppliers
- Local Businesses
- Local communities
- Transporters