

FORM 5.5.05A
POSITION DESCRIPTION



IDENTIFICATION

Position Title: Facilitator, Commercial Cookery

Position Number:

Section : Pacific TAFE

Department: College of Foundation Studies

Location: Nadi

Category: PTAFE Facilitator

Salary: \$34,546.25 - \$40,858.60

Current Incumbent: Vacant Date of substantive appointment: _____

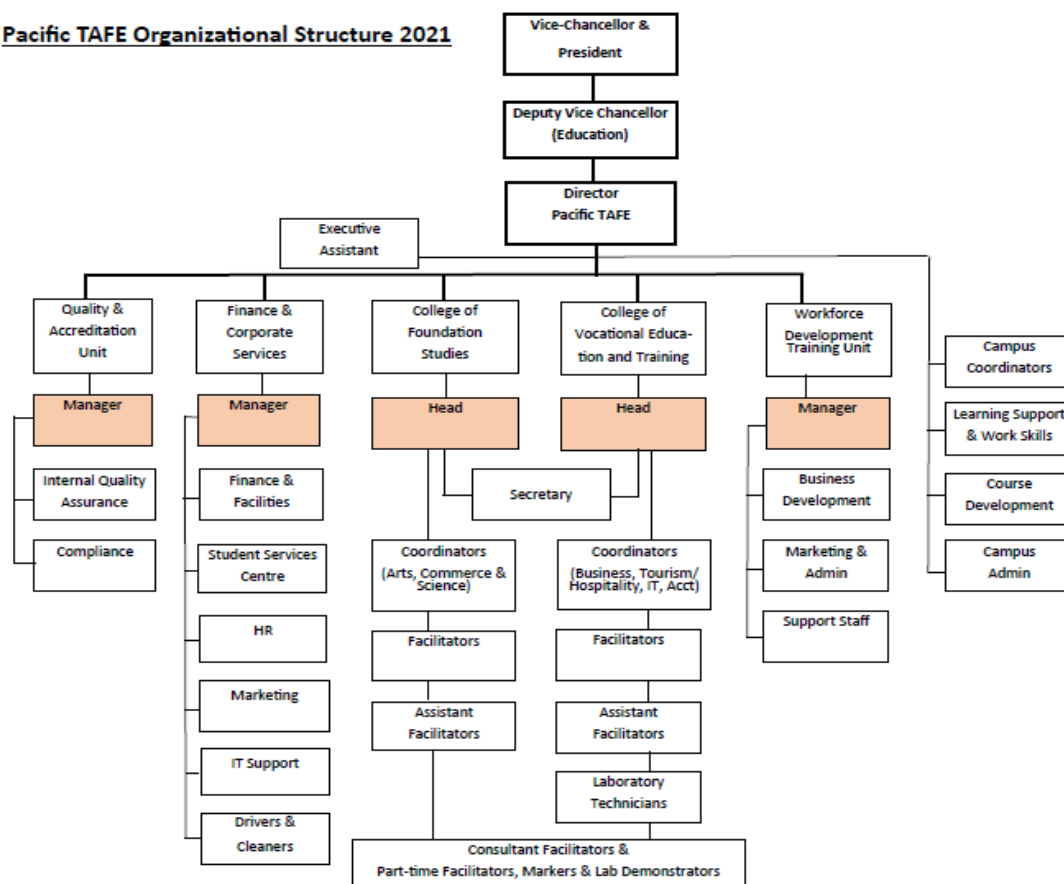
Reports To: Director

Supervised by: HOC, CVET

ORGANIZATION CONTEXT

Organization chart to identify the job's reporting relationships

Pacific TAFE Organizational Structure 2021



PURPOSE

This section describes the overall purpose of the job and the overall significance of the job from the organization's point of view. Answers the following questions:

- √ What part of the organization's purpose is accomplished by this job?
 - Establish quality delivery of the Culinary programme at Pacific TAFE
 - Delivery of courses in:
 - Certificate IV in Commercial Cookery (CCC4); and
 - Diploma of Culinary Arts & Management - DCAM (Level 5) programmes.
- What would not get done if this job did not exist?
 - Quality experience for students in the Culinary programmes.
 - Facilitation of Certificate IV in Commercial Cookery, 9 courses
 - Facilitation of Diploma of Culinary Arts & Management – Level 5, 4 courses: Aligning training and delivery to industry needs and maintaining the quality standards in technical skills training at Pacific TAFE and the University.
- Why do we need this job at all?
 - With the two Culinary qualifications CCC4 and DCAM, Pacific TAFE must organise the delivery to reflect USP standards and at the same time meet industry skills expectations.
 - The Cookery programme delivery team must deliver a quality learning experience in the newly accredited Pacific TAFE qualifications.
 - This position will be responsible for the overall training role and administrative responsibilities of the 13 Culinary courses in the two qualifications.
 - The position will ensure that Pacific TAFE responsibilities to 'national and international accreditation' are complied with and maintained.

NATURE AND SCOPE

This section describes the context in which the incumbent is expected to operate describing the working relationships with both internal and external contacts. A description of the working environment and expected pressures the incumbent will encounter as well as the types of competencies he/she must have to perform the responsibilities of the position successfully.

The Facilitator is expected to lead the development of all processes in the delivery of the commercial cookery programme.

Specifically, the Facilitator will be responsible for training planning, training content, recipe cards, session plans, training delivery, students counselling, supplier selection, inventory acquisition and management and the security and management of training equipment at the facility.

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The Facilitator will work with the Team and Coordinator of the Hospitality & Tourism programme to plan, deliver and administer all training as scheduled per semester.

The Facilitator is expected to liaise with industry representatives and facilitate students' Workplace Attachment (WA) training.

The Facilitator must possess comprehensive skills in food planning, preparation and service, a strong work ethic, the ability to plan and meet work timelines and the ability to work successfully within a multicultural environment

POSITION DIMENSIONS

Give details of staff and total level of costs within the organization under the position's overall control.

Staff Responsible for:

Directly: _____ Indirectly: _____ Total Level of Costs: _____

Limits of Authority:

Financial: \$ _____

Non Financial: _____

Key Relationships /Internal and External Contacts:

Lists the key inter-relationships that is necessary for effective performance in the job. Also describe the nature of contact most typically expected with those key working relationships

External <ul style="list-style-type: none"> • Hotel industry Chefs, Event Coordinators, Restaurateurs, Food & Beverage Managers. • Hotel Industry Human Resources Managers. • Other institutes providing a similar qualification – FNU, APTC. • 	Purpose of contact <ul style="list-style-type: none"> • For industry skills and standards relevant to the needs of the cookery programmes. • To discuss and organise student workplace attachment trainings • To keep track of training standard/ practices and to implement training strategies that will promote quality for the programme.
Internal <ul style="list-style-type: none"> • Coordinator Hospitality and Cookery programmes • Head of College • Director Pacific TAFE • USP – CFL, ITS, SAS • Pacific TAFE 	Purpose of contact <ul style="list-style-type: none"> • Planning and delivery of training • Planning and management of training resources • Planning, delivery and evaluation of training delivery and students assessment. • Reporting to supervisor, HOC and director

KEY RESULT AREAS / KEY ACHIEVEMENT AREAS

Aim: KRAs to have a logical heading. KRAs: 4 – 6.in total Key tasks : 4-5 tasks per KRA. Performance Measures: Identify the performance standards for someone doing the job at the 100% level. Use both quantitative and qualitative measures, Measures the KRA as a whole, not every task. Maximum 3 measures for each KRA Include KRA for Corporate Responsibilities which is generic to all positions

Key Result Areas <i>Jobholder is responsible for</i>	Performance Measures <i>Jobholder is successful when</i>
1. Teaching and Learning <ul style="list-style-type: none"> • Planning and delivery of the Level IV and Diploma Level V cookery courses through face to face and blended modes during the semester. • Delivery of services at the Pacific Fusion training kitchen. • Prepare learning materials, session plans & notes for all training sessions • Continuously update the course(s) MOODLE shells • Monitoring, security and maintenance of training resources. • Development and implementation of the procurement process with suppliers for cookery training resources. • Preparation of students for skills competition events. 	<ul style="list-style-type: none"> • Course Outline contents are correctly prepared and ready on time for assigned courses in a semester. • Training facilities/resources for every training session are prepared and ready for all sessions. • Training session plans are prepared, learning material and MOODLE page(s) are updated as scheduled in the course I&As for assigned courses in the semester. • Standard operating procedures and training information are consistently implemented; • Training resources for all services are acquired, available and managed at all times; • A professional working relationship is maintained with the Hospitality trainer(s)

	<p>and students.</p> <ul style="list-style-type: none"> • Successful participation of the Culinary programme in culinary events – example, Fiji Culinary Salon annual event.
<p>2. Assessment</p> <ul style="list-style-type: none"> • Assess students' performance in class room sessions, skills training sessions and on MOODLE • Record and submit results to Coordinator Hospitality & Tourism Programme for Board of Assessment (BoA) • Provide students with a feedback on coursework and all other related enquiries. 	<ul style="list-style-type: none"> • Portfolio of assessments - Scheduled assessments are conducted on time. • Students' results are finalized and posted on Marksheet/MOODLE • Students' are counseled on their progress and timely feedback is provided to all student enquiries (reports to coordinator) • Timely submission of final grades to CBOA.
<p>3. Consultation</p> <ul style="list-style-type: none"> • Provide face to face and online consultation to students • Represent Pacific TAFE at external meetings relating to Cookery and Hospitality matters. 	<ul style="list-style-type: none"> • Student consultation schedules for the courses are posted for students' information • Students' consultation requests are facilitated on time. • A professional working relationship is

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	<p>maintained with other team members for effective marketing and promotion of the training restaurant product to all stakeholders and reported monthly</p> <ul style="list-style-type: none"> • Reports on external stakeholder consultations
<p>4. Marketing</p> <ul style="list-style-type: none"> • Market all Pacific TAFE programmes • Industry visits • Bring in T&H cohorts, short training participants 	<ul style="list-style-type: none"> • Provide information and assistance in the marketing of Hospitality, Culinary and Pacific TAFE programmes internally and externally. • Delivery of Cohorts and short trainings • Increase in enrollment numbers (semester and cohorts)

TERMS & CONDITIONS

Salary: \$34,546.25 - \$40,828.60

Length of Contract: 3 years

Gratuity and Allowances: _____

Other Benefits: _____

POSITION SPECIFICATION

Qualifications (or equivalent level of learning)

<i>Essential</i>	<i>Desirable</i>
<ul style="list-style-type: none"> • Diploma of Culinary Arts & Management (DCAM) or equivalent, or • Trade Certificate in Commercial Cookery (TCCC) or equivalent 	<ul style="list-style-type: none"> • Certificate IV in Training, Assessment and Evaluation • Basic First Aid Certificate

Knowledge / Experience

<i>Essential</i>	<i>Desirable</i>
<ul style="list-style-type: none"> • At least 6 years' experience at Chef de Partie level in a 4 star resort/hotel kitchen (with the DCAM qual.), or, • At least 5 years' experience at Sous Chef level in a 4 star resort/hotel kitchen (with the TCCC qual.); and, • Direct hands-on supervisory/team leadership experience in a commercial kitchen environment; • Strong skills in - A la carte, Buffet & Banquet /Events Service, Hot kitchen, Garde Manger, Butcher and Bakery & Pastry; 	<ul style="list-style-type: none"> • Regional and/or International culinary work experience; and, • Knowledge and experience of competency based approaches to training and assessment.

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<ul style="list-style-type: none"> • Strong experience in Food safety & hygiene; Menu planning, Use of seasonal local produce, Pacific Rim Cuisine and International Cuisine; • Strong communication skills and proficiency in the English language; • Advanced skills in computer applications - MS applications, etc; and, • Experience in skills training delivery and assessment. 	
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Key Skills / Attributes / Job Specific Competencies

The following levels would typically be expected for the 100% fully effective level:

<i>Expert level</i>	Food safety and Hygiene; Food service planning and delivery; Cookery methods and principles; Inventory management; Communication and Team leadership
<i>Advanced level</i>	Menu planning, Equipment management, Waste management, Record keeping and reporting.
<i>Working level</i>	Menu engineering process, Team communication and product delivery; Workplace diversity responsibilities; Hospitality product standards; OHS standards
<i>Awareness level</i>	Environmental sustainability; Industry and culinary trends – regional/international

APPROVAL

Supervisor name: Susan Sela

Supervisor's Signature:



Date: 3/6/25

Staff Name:

Staff ID:

Staff Signature:

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