**West Australian Caterers Pty Ltd**

**t/a**

**The Slow Food Caterers**

**Unit 7/14 Niche Parade Rd Wangara WA 6065**

**Ph:** 08 9466 3124   
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**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.

* Prepare meals as outlined per menu
* 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 kitchen
* Perform related work as required

I accept these duties and responsibilities

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Employee Signature Date: