



# POSITION DESCRIPTION

|                      |                                                                                                                  |
|----------------------|------------------------------------------------------------------------------------------------------------------|
| Position             | <b>Pastry Chef</b>                                                                                               |
| Department           | Operations and Experience                                                                                        |
| Agreement            | <u>Geelong Arts Centre Enterprise Agreement 2021-2024 and its successors</u>                                     |
| Award classification | Live Performance Award                                                                                           |
| Remuneration         | \$42.06 per hour, plus 12% superannuation                                                                        |
| Terms of engagement  | Casual                                                                                                           |
| Work location        | Geelong Arts Centre, 50 Little Malop Street, Geelong<br>Costa Hall, Deakin University Waterfront Campus, Geelong |
| Date reviewed        | August 2026                                                                                                      |
| Approved by          | Chief Executive Officer & Creative Director                                                                      |

## ABOUT GEELONG ARTS CENTRE

We curate, support and present a diverse range of music, theatre, comedy and dance performances, as well as important cultural and arts practice dialogue, workshops, developments, community experiences and free public activations. Our work seeks to welcome every person in our community to engage, learn and express their creativity, making art a universal experience.

Geelong Arts Centre is the cultural heartbeat of Victoria's second-largest city. Established in 1981 as a Victorian Government statutory agency, we have evolved into Australia's largest dedicated regional performing arts complex. A landmark \$140 million redevelopment, completed in August 2023, quadrupled public space, installed world-class staging, lighting and acoustic systems, and created fully accessible foyers that link the historic Ryrie Street building with a striking new Little Malop Street façade designed in consultation with Wadawurrung Traditional Owners.

The campus now comprises four distinct performance venues supported by rehearsal studios, exhibition foyers and meeting and event spaces. Additional creative spaces include purpose-built rehearsal rooms, creative workspaces, and a range of hospitality areas including *Tutti*, our in-house café and restaurant which serves both the general public enjoying the precinct and our audiences pre-show.

Geelong Arts Centre curates a year-round season that pairs national and international touring productions with locally produced work. The Centre also commissions and co-produces work with producers from across the country. Core strands span mainstage theatre, contemporary dance, classical and popular music, children's and family programming, First Nations storytelling and multidisciplinary festivals. A large number of community events perform annually including schools and community ensembles alongside commercial promoters and touring artists.

Geelong Arts Centre is supported by a strong and growing philanthropic and corporate community who champion our work for and by the community. Community engagement and lifelong learning are embedded in our *Creative Learning* program which partners with educators from kindergarten to Year 12, offering curriculum-aligned performances, artist workshops and teacher resources. *Creative Engine*, the Centre's industry development hub,

# POSITION DESCRIPTION



allocates seed funding, rehearsal space, mentoring and networking to emerging artists, sustaining a vibrant regional talent pipeline.

Access programs including Auslan-interpreted shows, relaxed performances, sensory-friendly matinees and ticket subsidies ensure that people of all ages, abilities and backgrounds feel welcome.

## OUR PEOPLE

We want to make Geelong Arts Centre a place where people genuinely want to work — safe, supported, motivated, and inclusive. The Centre will invest in its workforce by building skills, capability, and organisational agility, while recognising and rewarding performance. We are committed to fostering a diverse, positive, and values-led culture that prioritises wellbeing, engagement, and development. We want to ensure a strong, capable, and inspired team drives the Centre's success.

At Geelong Arts Centre, our people embody four core values that drive everything we do. We are bold in our approach, embracing the freedom to challenge boundaries and think differently. Our welcoming spirit is reflected in genuine smiles that celebrate inclusiveness and our shared passion for creativity. We stay deeply connected by proactively engaging with arts and wider communities, facilitating meaningful exchange of ideas that enrich our cultural landscape.

Working as an ensemble, we value every team member's unique contribution as we strive toward our common purpose. This collaborative spirit extends to our commitment to professional development - we invest in structured learning pathways that help our people grow their skills and advance their careers. By bringing together diverse backgrounds, perspectives and experiences, we create an environment where creativity thrives and extraordinary cultural experiences come to life. Together, we're building a vibrant hub that connects global ideas with local stories and nurtures the artistic heart of our region.

See more in our [Strategic Plan](#).

## RELATIONSHIPS

|                        |                                                                                                                                                |
|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| Reports to             | Head Chef                                                                                                                                      |
| Supervises             | The role includes supervisory responsibilities overseeing the day-to-day prioritisation and coordination of workloads within the kitchen team. |
| Internal Relationships | CEO & Creative Director, Directors, People Leaders, Managers, Centre staff.                                                                    |
| External Relationships | Contractors and consultants, community stakeholders, prospective staff.                                                                        |

# POSITION DESCRIPTION

## POSITION OVERVIEW

The Casual Pastry Chef plays a key role in delivering Geelong Arts Centre's culinary vision, creating exceptional dessert and pastry experiences that enhance the Centre's vibrant artistic and cultural offerings. Reporting to the Head Chef, this hands-on position is responsible for preparing and presenting high-quality, innovative, and visually engaging pastries, desserts, baked goods, and sweet menu items across the café, bars, functions, events, and catering operations.

Working in a fast-paced environment, the Casual Pastry Chef coordinates food preparation, baking, finishing, and presentation to ensure consistency, quality, and timely service. The role supports menu implementation, stock control, food safety compliance, and efficient kitchen operations while contributing to a positive and collaborative team culture.

The Casual Pastry Chef may work across a variety of kitchen settings, including indoor and outdoor events, festivals, functions, and special activations, supporting the delivery of exceptional food experiences. The position requires strong organisational skills, attention to detail, adaptability, and the ability to maintain high standards under pressure.

## PRIMARY RESPONSIBILITIES

### People and teams

- Contribute to the continuous improvement and overall success of the food and beverage function.
- Be an active member of the food and beverage team including attendance at team meetings and training.

### Food and beverage function

- Prepare and cook high-quality food according to menu guidelines and recipes, ensuring that all dishes are the correct portion and size and presented in the prescribed manner.
- Ensure consistent execution of food and timely flow of service by liaising with the kitchen and front of house teams.
- Follow and apply all health and safety regulations and food-related standards, practices and procedures to ensure a high level of presentation, hygiene, service, and product quality.
- Ensure that all recipes, product, food preparations and food execution meet the venue's specifications and commitment to culinary excellence.
- Assist with the effective management of food preparation and cooking times to meet service requirements.
- Batching recipes using established recipe cards
- Baking and decorating cakes, cookies, brownies and other pastry products
- Follow the kitchen's regular cleaning and waste disposal practices.
- Maintain kitchen equipment and plant in good condition.
- Assist the Sous Chef and Head Chef in the development of creative and innovative menu concepts that strengthen our business ambitions.

# POSITION DESCRIPTION

- Optimise the use of kitchen resources and maintain a sustainable kitchen (food, staffing, cost), plan ahead for the operational needs of the kitchen.
- Work alongside and foster good communication between floor and the kitchen team ensuring excellence and consistency in the product delivered to customers.
- Assist the Head Chef with stock receiving, recording, management, ordering, quality control and cost controls.
- Deliver visually appealing and creative event-day and non-event day catering.
- Ensure all team members are appropriately trained, partnering with the Sous Chef to make sure that all new hires are adequately trained before beginning their new role.
- Lead by example working with all culinary staff to ensure completion and delivery of event orders.
- Lead by example in living the Centre's values-in-action and modelling best practise to develop and motivate team members using a coaching and mentoring approach to manage performance.

## Values, Governance, Safety & Risk Management

The incumbent shall carry out their duties in accordance with legislative and governance requirements, Centre policies, procedures and practices, safety principles, code of conduct for Victorian public sector employees, and Victorian Public Sector Values.

## Commitment to Health and Safety

- All staff are responsible for the reasonable care for their own health and safety and that of other people who may be affected by their conduct.
- Geelong Arts Centre is committed to providing a workplace that protects the physical and mental health, safety and wellbeing of our people, visitors and others who work for and with us. Our leadership is critical to promoting a safety culture that is inclusive, supportive, adaptive and free from harassment, discrimination and bullying and achieves positive safety outcomes for our people. Our executive and people leaders are responsible for providing and maintaining a safe and mentally healthy workplace culture where we take care of each other through supporting and providing a work environment where safety is prioritised.

Undertake other duties or projects as reasonably requested.



# POSITION DESCRIPTION

## SELECTION CRITERIA

### Essential qualifications and experience

To be successful in this position, you will have:

- Minimum 3-years culinary experience in a similar role.
- Professional bakery or pastry experience
- A commitment to producing consistent results of a high quality.
- Confidence in your cooking styles and extensive knowledge of various cooking techniques, cuisines, and culinary trends.
- Organisational and time management ability to handle multiple priorities effectively including coordinating with the Front of House staff.
- Teamwork and communication skills, enabling effective collaboration with the kitchen team.
- Keen eye for detail and a passion for creating visually appealing and delicious dishes.
- A working understanding of and ability to maintain food safety standards.

### Other requirements

- Flexibility in working hours to support daytime, evening, and some weekend work will be required as part of the normal hours of duty for this position.
- The following checks, licences and certifications are required for this role:
  - Working with Children's Check (employee)
  - Food Handler Supervisor certificate

The employee must provide evidence that they hold current certifications prior to commencing employment with Geelong Arts Centre. The employee must maintain currency of these checks, licences and certifications for the duration of their employment with Geelong Arts Centre.

# POSITION DESCRIPTION

## CAPABILITIES

Demonstrable behaviour, skills, knowledge and abilities in the following core capabilities:

|                                     |                                                                                                                                                                                                                             |
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| <b>Service culture:</b>             | A people first attitude; considers others' perspectives in making decisions and providing consistent quality advice and service; offers solutions and strategies that best serve the stakeholder's needs.                   |
| <b>Communicating with influence</b> | Engages and energises others through confident and persuasive communication; tailors communication style and message according to audience needs.                                                                           |
| <b>Continuous improvement</b>       | Proactively improves the efficiency, effectiveness and quality of materials, processes and systems; fosters and encourages an environment in which creativity, innovation and diversity of thought are valued and rewarded. |
| <b>Collaboration</b>                | Proactively supports working together, shares ideas and provides constructive feedback; respects and values others; encourages camaraderie, cohesiveness and connectedness.                                                 |
| <b>Personal resilience</b>          | Maintains composure and focus under pressure; adapts to changing situations and recovers from setbacks.                                                                                                                     |

## DISCLAIMER

It is not the intention of the position description to limit the scope or accountabilities of the position. Its purpose is to provide an outline of scope and responsibilities, at a point in time. The scope of the role may be altered from time to time in accordance with changing business requirements.

## INSTRUCTIONS TO APPLICANTS

To apply for this role please use the [Careers](#) page of our website. To be considered for this opportunity, candidates must address the **Selection Criteria and Capabilities** requirements and follow the instructions on the Geelong Arts Centre website.