



POSITION DESCRIPTION

Position	Sous Chef
Department	Operations and Experience
Agreement	<u>Geelong Arts Centre Enterprise Agreement 2021-2024 and its successors</u>
Award classification	Live Performance Award
Remuneration	\$78,500 pa, plus 12% superannuation
Terms of engagement	Ongoing in a full time (1.0 FTE) capacity
Work location	Geelong Arts Centre, 50 Little Malop Street, Geelong Costa Hall, Deakin University Waterfront Campus, Geelong
Date reviewed	June 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,



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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 of the Casual Kitchen staff and labour hire employees.
Internal Relationships	CEO & Creative Director, Directors, People Leaders, Managers, Centre staff.
External Relationships	Contractors and consultants, community stakeholders, prospective staff.

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POSITION OVERVIEW

The Sous Chef is responsible for executing the culinary vision of the Head Chef, with a primary focus on catering services and café operations for the Geelong Arts Centre. The Sous Chef is a hands-on position, helping to deliver dining experiences of wholesome and creative food that will bring delight and awe to the eyes and palates of the many types of guests hosted by Geelong Arts Centre.

The Sous Chef is responsible for keeping chef and kitchen staff on time and organised during production. In addition, the Sous Chef will assist with cooking, preparation and plating and serves as the kitchen's second in command.

The Sous Chef ensures each menu item is prepared on time and meets the presentation style and quality standard required. The position also ensures that health and food safety standards are practiced and helps to troubleshoot any kitchen issues that may arise.

Reporting to the Head Chef, this position contributes to the delivery of exceptional experiences across all catering functions and café operations, including meal service within the café, retail bars, function and catering related activations. The position is responsible for helping to grow and enhance the café as a unique destination through the development and delivery of high quality, innovative and competitively priced menus, products and services, with particular emphasis on expanding the diverse catering offerings to meet the evolving needs of the arts centre's events and performances.

PRIMARY RESPONSIBILITIES

People and teams

- Contribute to the continuous improvement and overall success of the kitchen department, its services, and functions.
- Support service behaviours that are above and beyond for customer satisfaction.
- Provide guidance and direction to team members including setting performance standards and monitoring performance.
- Lead by example working with all food & beverage staff to ensure completion and delivery of event orders.
- Maintain a positive approach with co-workers and customers
- Support the Head Chef in the further development of team members by providing feedback, provide guidance and provide individual coaching when require.

Catering & Cafe

- With the Head Chef deliver budgeted sales, food cost & wage cost via good planning, time management & effective use of resources
- Monitor, track and deliver food costs
- Assist the Head Chef in the development of creative and innovative menu concepts that strengthen our business ambitions and expand catering offerings.

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- Ensure consistent execution of food and timely flow of service by liaising with the kitchen and front of house teams.
- Assist with the effective management of food preparation and cooking times to meet service requirements.
- Minimise food waste with a zero-waste attitude via good menu planning, excellent stock management.
- Work alongside and foster good communication between floor and the kitchen team ensuring excellence and consistency in the product delivered to customers.
- Ensure that all menu offerings are detailed and included into Bepoz to ensure stock management

Quality, Safety and Compliance

- 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.
- Follow the kitchen's regular cleaning and waste disposal practices.
- Ensure all work is carried out in accordance with the obligations detailed in the Workplace Health & Safety Act & Regulations.
 - These obligations will be met by:
 - Adhering to WH&S obligations and adopt sound work practices;
 - Following all safe working procedures and practices designed for the work;
 - Eliminating, reporting or advising their supervisor to avoid, eliminate or minimise potential hazards when they become aware of a potential hazardous work-related condition or practice;
 - Ensuring that instructions to protect their health and safety are followed and all personal protective equipment provided is used and maintained; and
 - When requested assist the supervisor and other workers in the risk assessment of workplace hazards.

Operational Management

- Optimise the use of kitchen resources and maintain a sustainable kitchen (food, staffing, cost), plan ahead for the operational needs of the kitchen.
- Assist the Head Chef with stock receiving, recording, management, ordering, quality control and cost controls.
- Undertake other duties or projects as reasonably requested.

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.



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SELECTION CRITERIA

Essential qualifications and experience

To be successful in this position, you will have experience in a similar role, in a fast-paced, hands-on and innovative dining environment. Your experience will include but will not be limited to:

- Minimum 3-years culinary experience in a similar role.
- Commercial cookery qualifications or expertise.
- 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.



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CAPABILITIES

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

Service culture	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.
Communicating with influence	Engages and energises others through confident and persuasive communication; tailors communication style and message according to audience needs.
Continuous improvement	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.
Collaboration	Proactively supports working together, shares ideas and provides constructive feedback; respects and values others; encourages camaraderie, cohesiveness and connectedness.
Personal resilience	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.