



Austrian Club Melbourne

Position Description : Bistro Chef

Essential Duties and Responsibilities – Work Routine

Monday Free Day

Tuesday Free Day

Wednesday On Duty

Morning

- Place orders for fruit & vegetables, milk, rolls, meat and miscellaneous groceries

Lunch 11:30am – 2:00pm

- Provide a light lunch for people on site working
- Provide lunch for the Austrian Club Ladies Group every second week (8 – 14 persons)
- Provide lunch for the public from 11:30 to 2:00 (TBC)

Evening 6:30pm – 8:00pm approx

- Provide evening meal for Rotary Club of Rosanna (18 – 80 persons)
- Main meal is served at 6:30pm followed by sweets – when the sweets are prepared the Chef is free to leave

Special Occasions

- Two or three times per year there will be larger special occasions functions
- Provide evening meal for Rotary Club of Rosanna (50 – 120 persons)
- Main meal is served at 7:00pm followed by sweets – when the sweets are prepared the Chef is free to leave

Thursday On Duty

Morning

- Take delivery of goods ordered the previous day
- Prepare for the weekend – soups, goulash, etc

Lunch 11:30am – 2:00pm

- Provide a light lunch for people on site working
- Provide lunch for the public from 11:30 to 2:00
- Chef is free to leave unless it is the Deer Hunters meeting night

Evening 5:30pm – 8:00pm approx

- Provide evening meal for The Victorian Branch of the Australian Deer Hunters every second Thursday of every second month (40 – 80 persons) unless advised otherwise
- Bistro is open from 5:30pm – 8:00pm

Friday On Duty

Morning

- Prepare for the weekend – roasts, etc

Lunch 11:30am – 2:00pm

- Provide a light lunch for people on site working
- Provide lunch for the public from 11:30 to 2:00
- Chef is free to leave unless a special occasion has been booked

Special Occasions

- Occasionally there will be corporate functions or other special occasions functions where a group will hire the hall and require catering, either during the day or of an evening.
- Provide catering for functions as advised

Saturday On Duty

Morning / Lunch

- Arrival time depends on time required for further preparation / heating of the Bain Marie

Evening **6:30pm – 10:00pm approx**

- Bistro is open from 6:30pm – 9:30pm for meals
- Bistro is open till 10:00pm for cheese platters
- Chef is free to leave after 10:00pm unless a special occasion has been booked

Sunday On Duty

Morning

- Arrival time depends on time required for further preparation / heating of the Bain Marie

Lunch / Evening **11:30am – 6:30pm approx**

- Bistro is open from 11:30am – 5:30pm for meals
 - Provide supper for voluntary staff at 5:00pm
 - Provide evening meal for the Austrian Club Stockshooters Group – meals are pre-ordered and served at 6:00pm
 - Chef is free to leave after Stockshooters meals have been served, unless a special occasion has been booked
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Annual Special Occasions

Concerts Several times a year

- The Robert Stolz Society, Austrian Choir etc are examples of concerts held several times during the year
- Bistro is open from 11:30am – 1:45pm (last order before the concert)
- The Bistro roller shutter is closed at 1:45pm for the duration of the Concert (generally 2:00pm – 4:30pm)
- Bistro resumes at the conclusion of the concert and is open from 4:30pm – 6:30pm approx

Autumn Festival March

- 11:30 am – 6:00pm with constant demand

Swiss Festival April

- 11:30 am – 6:00pm with constant demand

AGTV August

- Association of German Teachers Victoria – Poetry competition
- Last Saturday in August
- Children (approximately 90 persons) have vouchers entitling them to a choice of either:
 - Chicken Schnitzel & Chips or Frankfurts & Chips
- Judges, Committee Members and Co-ordinators (approximately 30 persons) have vouchers entitling them to a choice of either:
 - Goulash & Dumpling or Schnitzel, Chips & Green Salad

Spring Festival November

- 11:30 am – 6:00pm with constant demand

German School December

- The German Saturday Morning School has a concert each year in December (Concert from 10:00am – 12.30pm)
- Bistro is open from 12:30pm onwards
- Provide catering for function as advised

Christmas Functions December

- Several are held in the last few days prior to Christmas, either during the day or of an evening, as advised
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(subject to variations)