



Glenworth Valley Services P/L ABN: 42 658 080 810 T/A Glenworth Valley Outdoor Adventures

OUTDOOR ADVENTURE EXPERIENCES | CAMPING & ACCOMMODATION | AGISTMENT | EVENTS
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Thank you for enquiring about our **Functions and Events Sous Chef** position at Glenworth Valley Wilderness Adventures (GVWA), is Australia's largest horse riding and wilderness adventure centre. This position is offered as one of the following subject to applicants preference:

- Part time (3-4 days, 24-32hrs per week) or
- Full time (5 days, 40 hours per week)

About Glenworth Valley

GVWA is a diverse, family owned, multi-award-winning business specialising in adventure activities, accommodation and events. Glenworth Valley welcomes approximately 250,000 guests annually onto our pristine 3000 acre wilderness property to partake in a wide variety of adventure activities. We also host approximately 300 diverse events annually in our purpose built Valley Event centre including weddings, social celebrations, corporate events, product launches, festivals, education groups and more. We take pride in what we do and have won a plethora of awards including best Country/ Farm wedding venue in Australia 3 years running.

We are a family run business who has been in operation for more than 50 years and employ a passionate team of 45 full time and approximately 100 part time and casual team.

Glenworth Valley is located only 4 kilometres off the M1 Motorway via the Calga/Peats Ridge exit which is 15 minutes from Gosford.

Why do people love working at Glenworth Valley?

Employment at Glenworth Valley makes for a great lifestyle and ideal work environment due to the magnificent natural scenery, the fun and enjoyable services we offer our customers and the amazing, friendly team of people you will be working with. You will get to enjoy all the benefits of working in a high performing, award winning, experienced team, out of a purpose-built venue with no split shifts and loads of employee flexibility.

To familiarise yourself with the nature of our businesses, please visit www.glenworth.com.au

Purpose of the Role

To support the Head Chef in all aspects of kitchen operations, and to step in to fulfil the role of the Head Chef in their absence to ensure a successful experience for our clients. You will play a crucial role in maintaining the highest standards of food quality, consistency, presentation, staff training, cost-effectiveness and safety while adhering to professional industry practices and standards.

Who we are looking for

We are looking for a passionate and highly organised Sous Chef who takes pride in creating beautiful food. You will display flexibility, and adaptability and quickly become a valued leader within the team. You will have excellent attention to detail and be a true team player who leads by example. You will have minimum 5 years previous experience and capable of leading kitchen teams with a positive attitude, attention to detail and strong level of customer service awareness. The ability to think on your feet and juggle a fast-paced environment, whilst upholding standards is essential.

Remuneration

This position may be offered as either Permanent Part-Time (3 days per week) or Full-Time (5 days per week), depending on the successful applicant's availability and preference. The Part-Time salary is \$72,000 per annum plus superannuation (\$79,920 including super), based on 32 hours per week, while the Full-Time equivalent salary is \$90,000 per annum plus super (\$100,800 including super).

Hours of work

Due to the ever-changing nature of events we require a flexible work availability based on our events schedule which is booked many weeks in advance. A typical roster will often look like prep days Tuesday – Thursday and event days on Friday – Saturday. Time off in Lieu (TOIL) will be accrued for any additional hour you work.

What to do next

Please complete the application form and return it with your resume ASAP via email to employment@glenworth.com.au.

Position Description

Title:	Sous Chef
Reports to:	Head Chef
Supervises:	Chef De Partie, Kitchen hands
Hours:	Part time (3-4 days, 24-32hrs per week) or Full time (5 days, 40 hours per week)
Breaks:	30 minutes lunch or dinner
Last Updated:	October 2025

GLENWORTH VALLEY WILDERNESS ADVENTURES

Our Mission	To provide exceptional experiences sustainably by connecting people through our spectacular wilderness.
Our Vision	To be Australia's leading provider of outstanding wilderness experiences.
Purpose of the role	To support the Head Chef in all aspects of kitchen operations, and to step in to fulfil the role of the Head Chef in their absence to ensure a successful experience for our clients. You will play a crucial role in maintaining the highest standards of food quality, consistency, presentation, staff training, cost- effectiveness and safety while adhering to professional industry practices and standards.

Key Result Areas

Customer Satisfaction	• Use your passion and flare for creating and producing high quality, innovative food that results in our customers feeling satisfied and impressed • Promote the food and experiences we offer in a personal and friendly manner that encourages customers to choose us for their venue and events needs, encourages repeat visitation and makes regular customers and other VIP's feel important. • Investigate customer enquiries or feedback in an effective and empathic manner to determine what further action is needed and where necessary provide feedback to other team members and the Head Chef in a positive and constructive manner.
Food Service Operations	• Support the Head Chef to ensure all meals achieve a high standard of presentation and culinary expertise in accordance with agreed standards • Fill in for the Head Chef in planning and directing food preparation when necessary. • Maintain appropriate stock levels as well as delivery, storage and rotation procedures to minimise wastage • Ensure that the kitchen operates in a timely and cost effective manner. • Adhere to appropriate procurement policies to ensure we are purchasing the appropriate products at the best price and receiving the quality and quantity ordered • Oversee the cleaning and maintenance of all equipment and facilities on a routine basis to ensure they remain clean, tidy and in a suitable condition for the purpose it is being used for, to detect potential safety issues and either carry out or arrange preventative maintenance and repairs

- Arrange or carry out any necessary pick-ups and deliveries that maybe required
- Comply with and enforce sanitation regulations and safety standards

Team Management and Leadership

- Create a pleasant and enjoyable working environment for team members through encouraging and supporting team members with regular positive, constructive feedback, recognition, guidance, supervision and leadership to ensure good employee retention is achieved
- Assist in the supervision and training of team members to ensure they have the necessary knowledge, skills and instructions to perform their role accurately and safely
- Update the Head Chef regarding any issues affecting the performance of team members. This may include responding to and communicating any requests for training or suggestions/feedback from team members to the Head Chef
- Maintain a high level of personal presentation and assist in ensuring the team comply with dress codes and cleanliness.
- Support the head chef in effectively managing team member workloads and productivity to ensure all daily duties are completed in a timely and efficient manner
- Roster team members, approve time sheets and participate in team member performance appraisals
- Support a culture of information sharing and culinary leadership to your team members
- Ensure all daily, weekly, monthly and quarterly checklists are achieved and report back any discrepancies to the Head Chef.

Safety & Risk Management

- Ensure all dietary, safe food handling and allergy management procedures are strictly adhered to by team members at all times
- Actively assist to curate a Safety first culture among the team.
- Report and assist with the investigation of any injuries, near misses, incidents or complaints to create improvements and prevent similar situations from occurring in the future.
- Promptly report and follow up all incidents with Head of Food and Beverage
- Ensure all WH&S practices, policies, industry standards, safety management records and documentation are adhered to.
- Proactively identify, report and respond to any potential safety risks.

Position Qualities, Skills and General Requirements

Key Behaviours

Customer Focus – Anticipates and meets the needs of customers and responds in an appropriate manner. Demonstrates a personal commitment to identify customers' apparent and underlying needs and continually seeks to provide the highest quality service and product to all customers.

Accountability – takes accountability for ensuring areas of responsibility are effectively managed.

Planning and Organisation – Effectively plan and implement daily and weekly task lists, achieving them in a timely and coordinated manner.

Evaluating and decision-making – Weighs alternative courses of action and makes decisions that reflect factual information and are based on evidence, logic, reason, and fairness.

Communications Skills – Takes the initiative to communicate accurate, up to date plans and information to all team members. Expresses thoughts clearly both verbally and in writing. Listens and understands the views of others.

Technical Proficiency – Demonstrates the appropriate level of proficiency in the principles and practices of catering.

Essential Qualities and Skills

- Sound employment background with minimum 5 years' experience within the of the Food and Beverage Industry



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- Safe Food Handling Certificate and trade chef qualifications
- Excellent time management, organisational and motivational skills
- Good communication skills
- Remains calm and copes well under pressure
- High attention to detail
- Innovative and creative approach to new ideas and operations. Ability to think outside the square
- Flexible work availability

Desirable qualities and skills

- Function or restaurant catering experience
- Methodical, highly organised and capable of excellent documentation and record keeping
- Supervisory skills including coaching and team management experience
- Problem solving ability and initiative
- The ability to prioritise and work at a hectic pace during busy times
- Ability to delegate

General Requirements

- Glenworth Valley is a non-smoking work environment
- Own transport
- Working with Children check
- Work as directed