

## MAJOR GROUP 1 *continued*

### MINOR GROUP 141 ACCOMMODATION AND HOSPITALITY MANAGERS

ACCOMMODATION AND HOSPITALITY MANAGERS organise and control the operations of establishments which provide accommodation and hospitality services.

*Indicative Skill Level:*

Most occupations in this minor group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advanced Diploma or Diploma (ANZSCO Skill Level 2)

In New Zealand:

NZ Register Diploma (ANZSCO Skill Level 2)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

*Tasks Include:*

- planning and organising special functions, sporting, gaming and entertainment activities
- directing and overseeing reservation, reception, room service and housekeeping activities
- observing liquor, gaming, health and other laws and regulations
- monitoring quality at all stages of preparation and presentation of food and services
- controlling the selection, training and supervision of staff
- ensuring compliance with occupational health and safety regulations

Occupations in this minor group are classified into the following unit groups:

- 1411 Cafe and Restaurant Managers
- 1412 Caravan Park and Camping Ground Managers
- 1413 Hotel and Motel Managers
- 1414 Licensed Club Managers
- 1419 Other Accommodation and Hospitality Managers

UNIT GROUP 1411 CAFE AND RESTAURANT MANAGERS

CAFE AND RESTAURANT MANAGERS organise and control the operations of cafes, restaurants and related establishments to provide dining and catering services.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advanced Diploma or Diploma (ANZSCO Skill Level 2)

In New Zealand:

NZ Register Diploma (ANZSCO Skill Level 2)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

*Tasks Include:*

- planning menus in consultation with Chefs
- planning and organising special functions
- arranging the purchasing and pricing of goods according to budget
- maintaining records of stock levels and financial transactions
- ensuring dining facilities comply with health regulations and are clean, functional and of suitable appearance
- conferring with customers to assess their satisfaction with meals and service
- selecting, training and supervising waiting and kitchen staff
- may take reservations, greet guests and assist in taking orders

Occupation:

141111 Cafe or Restaurant Manager

**141111 CAFE OR RESTAURANT MANAGER**

Alternative Titles:

Food and Beverage Manager

Restaurateur

Organises and controls the operations of a cafe, restaurant or related establishment to provide dining and catering services.

Skill Level: 2

Specialisations:

Bistro Manager

Canteen Manager

Caterer

Internet Cafe Manager

Mess Supervisor

Steward (Navy)

**SUB-MAJOR GROUP 35 FOOD TRADES WORKERS**

FOOD TRADES WORKERS bake bread and pastry goods, prepare meat for sale, and plan, organise, prepare and cook food for dining and catering establishments.

*Indicative Skill Level:*

Most occupations in this sub-major group have a level of skill commensurate with the qualifications and experience outlined below.

*In Australia:*

AQF Associate Degree, Advanced Diploma or Diploma, or at least three years of relevant experience (ANZSCO Skill Level 2); or

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV, or at least three years of relevant experience (ANZSCO Skill Level 3)

*In New Zealand:*

NZ Register Diploma, or at least three years of relevant experience (ANZSCO Skill Level 2); or

NZ Register Level 4 qualification, or at least three years of relevant experience (ANZSCO Skill Level 3)

In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

*Tasks Include:*

- checking the cleanliness and operation of equipment and premises before production runs to ensure compliance with occupational health and safety regulations
- planning menus, estimating food and labour costs, and ordering food supplies
- monitoring quality of food at all stages of preparation and presentation
- preparing meat for sale and baking bread, cakes and pastries
- preparing food and cooking using ovens, hotplates, grills and similar equipment
- portioning food, placing it in dishes, and adding gravies, sauces and garnishes

Occupations in this sub-major group are classified into the following minor group:

351 Food Trades Workers

MINOR GROUP 351 FOOD TRADES WORKERS

FOOD TRADES WORKERS bake bread and pastry goods, prepare meat for sale, and plan, organise, prepare and cook food for dining and catering establishments.

*Indicative Skill Level:*

Most occupations in this minor group have a level of skill commensurate with the qualifications and experience outlined below.

*In Australia:*

AQF Associate Degree, Advanced Diploma or Diploma, or at least three years of relevant experience (ANZSCO Skill Level 2); or

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV, or at least three years of relevant experience (ANZSCO Skill Level 3)

*In New Zealand:*

NZ Register Diploma, or at least three years of relevant experience (ANZSCO Skill Level 2); or

NZ Register Level 4 qualification, or at least three years of relevant experience (ANZSCO Skill Level 3)

In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

*Tasks Include:*

- checking the cleanliness and operation of equipment and premises before production runs to ensure compliance with occupational health and safety regulations
- planning menus, estimating food and labour costs, and ordering food supplies
- monitoring quality of food at all stages of preparation and presentation
- preparing meat for sale and baking bread, cakes and pastries
- preparing food and cooking using ovens, hotplates, grills and similar equipment
- portioning food, placing it in dishes, and adding gravies, sauces and garnishes

Occupations in this minor group are classified into the following unit groups:

3511 Bakers and Pastrycooks

3512 Butchers and Smallgoods Makers

3513 Chefs

3514 Cooks

UNIT GROUP 3511 BAKERS AND PASTRYCOOKS

BAKERS AND PASTRYCOOKS prepare and bake bread loaves and rolls, buns, cakes, biscuits and pastry goods.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

*Tasks Include:*

- checking the cleanliness of equipment and operation of premises before production runs to ensure compliance with occupational health and safety regulations
- checking the quality of raw materials and weighing ingredients
- kneading, maturing, cutting, moulding, mixing and shaping dough and pastry goods
- preparing pastry fillings
- monitoring oven temperatures and product appearance to determine baking times
- coordinating the forming, loading, baking, unloading, de-panning and cooling of batches of bread, rolls and pastry products
- glazing buns and pastries, and decorating cakes with cream and icing
- operating machines which roll and mould dough and cut biscuits
- emptying, cleaning and greasing baking trays, tins and other cooking equipment

Occupations:

351111 Baker

351112 Pastrycook

**351111 BAKER**

Prepares and bakes bread loaves and rolls.

Skill Level: 3

Specialisation:

Doughmaker

**351112 PASTRYCOOK**

Prepares and bakes buns, cakes, biscuits and pastry goods.

Skill Level: 3

Specialisation:

Cake Decorator

**UNIT GROUP 3513 CHEFS**

CHEFS plan and organise the preparation and cooking of food in dining and catering establishments.

Cooks, Fast Food Cooks and Kitchenhands are excluded from this unit group. Cooks are included in Unit Group 3514 Cooks. Fast Food Cooks and Kitchenhands are included in Minor Group 851 Food Preparation Assistants.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advanced Diploma or Diploma (ANZSCO Skill Level 2)

In New Zealand:

NZ Register Diploma (ANZSCO Skill Level 2)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

*Tasks Include:*

- planning menus, estimating food and labour costs, and ordering food supplies
- monitoring quality of dishes at all stages of preparation and presentation
- discussing food preparation issues with Managers, Dietitians and kitchen and waiting staff
- demonstrating techniques and advising on cooking procedures
- preparing and cooking food
- explaining and enforcing hygiene regulations
- may select and train staff
- may freeze and preserve foods

Occupation:

351311 Chef

**351311 CHEF**

Plans and organises the preparation and cooking of food in a dining or catering establishment.

Skill Level: 2

Specialisations:

Chef de Partie

Commis Chef

Demi Chef

Second Chef

Sous Chef

UNIT GROUP 3514 COOKS

COOKS prepare, season and cook food in dining and catering establishments.

Chefs, Fast Food Cooks and Kitchenhands are excluded from this unit group. Chefs are included in Unit Group 3513 Chefs. Fast Food Cooks and Kitchenhands are included in Minor Group 851 Food Preparation Assistants.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

*Tasks Include:*

- examining foodstuffs to ensure quality
- regulating temperatures of ovens, grills and other cooking equipment
- preparing and cooking food
- seasoning food during cooking
- portioning food, placing it on plates, and adding gravies, sauces and garnishes
- storing food in temperature controlled facilities
- preparing food to meet special dietary requirements
- may plan menus and estimate food requirements
- may train other kitchen staff and apprentices

Occupation:

351411 Cook

**351411 COOK**

Prepares, seasons and cooks food in a dining or catering establishment.

Skill Level: 3