






CHEF STEVEN POTTS



PROFILE SUMMARY

Highly accomplished and dedicated team player with proficiency in Microsoft Office, especially Excel, showcasing versatile skills across kitchen management, staff supervision, budgeting, menu development, and customer service. Experienced in optimizing operations for efficiency and profitability, adept at adapting to diverse environments and responsibilities, and not afraid to tackle any task, whether it's managing teams or mopping floors.

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SKILLS

- Kitchen Management
- Kitchen Management
- Team Leadership
- Staff Supervision
- Dietary Compliance
- Food Safety
- Excel Proficiency
- Web Design
- Event Coordination
- Project Management
- Budget Optimization
- Customer Service
- Menu Development
- Excel, Word & PowerPoint.

ABOUT ME

In my free time, I indulge in adventure travel and photography, combining my love for exploration with capturing the essence of the places I visit.

My passion for my job doesn't stop me from having an amazing sense of humor, which brings positivity to the workplace.

CORE COMPETENCIES

- Extensive experience in kitchen management, including menu development, inventory control, and food safety compliance.
- Proven track record of leading and supervising kitchen staff, ensuring high standards of food quality and presentation.
- Strong financial acumen, with expertise in budget optimization, procurement, and cost control measures.
- Exceptional customer service skills, adept at understanding and meeting dietary preferences, nutritional requirements, and taste expectations.
- Proficient in Microsoft Office, especially Excel, for efficient reporting, data analysis, and operational management.
- Skilled in project management, marketing strategy, and web design, contributing to successful events, promotions, and brand visibility.

PROFESSIONAL WORK EXPERIENCE

Head Chef

April 2023 - August 2023

Norfolk Island Hospital

- Managed the daily operations of the kitchen, including meal preparation, inventory management, and ensuring adherence to food safety standards.
- Developed and executed menus that catered to the dietary needs and preferences of patients, taking into consideration nutritional balance and taste.
- Oversaw budgeting and procurement of kitchen supplies, optimizing costs while maintaining quality and meeting operational needs.

Chef / Manager

August 2021 - December 2021

Karratha Caravan Park & Cafe

- Prepared and cooked a variety of dishes for the cafe, ensuring high-quality food presentation and taste.
- Transitioned into a managerial role, where responsibilities included scheduling staff shifts, managing inventory, and handling financial accounts.
- Implemented operational improvements to enhance efficiency, customer service, and overall profitability of the business outlets.

Relief Head Chef

February 2021 - June 2021

Tiwi Islands Aboriginal Aged Care

- Managed all aspects of kitchen operations, including meal planning, food preparation, and kitchen staff supervision.
- Ensured compliance with health and safety regulations, maintaining a clean and organized kitchen environment.
- Worked closely with dietary staff and healthcare professionals to meet the nutritional needs of elderly clients while considering dietary restrictions and preferences.

Relief Head Chef

March 2019 - December 2019

Cherratta Lodge Karratha

- Led kitchen staff in food preparation, cooking, and plating, maintaining high standards of food quality and presentation.
- Managed food inventory levels, ordered supplies, and controlled food costs to meet budgetary targets.
- Collaborated with management on menu development, introducing new dishes and adjusting offerings based on customer feedback and market trends.

Restaurant Chef

2016, 2017, 2018

Tumbling Waters

- Created seasonal menus, organized staff rosters, managed bar operations, handled orders, and supervised restaurant activities.

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| Bulk Cook | 2017 |
| Ernest Rutherford Retirement Village / Dementia and Hospital Unit | |
| <ul style="list-style-type: none"> ▪ Prepared meals for 200 residents living in the villas and apartments, ensuring quality and timely service. ▪ Prepared nutritious meals in bulk quantities for all units. ▪ Managed inventory and food supplies to ensure efficient meal preparation. | |
| Relief Chef | 2016 |
| Morris Street Cafe | |
| <ul style="list-style-type: none"> ▪ Managed kitchen operations during the summer holidays, maintaining food quality and service standards. | |
| Contract Chef | 2015 |
| Exmouth Game Fishing Club | |
| <ul style="list-style-type: none"> ▪ Managed day-to-day kitchen operations, developed menus, maintained cleanliness, and prepared fresh fish for events and dining services. | |
| Restaurant Owner | 2015 |
| Lease of Paul Nelson Wines Restaurant | |
| <ul style="list-style-type: none"> ▪ Ran a successful café, curated menus using local ingredients, and organized functions, highlighting regional cuisine and wines. | |
| Contract Chef | 2014 |
| Bullara Station | |
| <ul style="list-style-type: none"> ▪ Catered for remote Telstra teams, managed budgets and supplies, planned menus, and provided meals for 25 people in challenging environments. | |
| Business Owner | 2012 - 2014 |
| Owner of "Zesty Spice" & "Bombay Penguin Curry House" | |
| <ul style="list-style-type: none"> ▪ Managed web design, marketing, and catering operations for spice and curry businesses, participating in major festivals and promoting Tasmanian cuisine. ▪ Developed unique spice blends and products for online and retail sales. ▪ Managed all aspects of the business, including sourcing ingredients, production, packaging, and marketing. | |
| Chef / Owner | 2010 - 2012 |
| Healthy Buddha Restaurant | |
| <ul style="list-style-type: none"> ▪ Oversaw day-to-day operations including GST management, budgeting, menu development, and staff supervision, leading to high customer satisfaction and a fully booked restaurant. | |
| Chef on the San Aotea | 2009 |
| Sanford Fishing | |
| <ul style="list-style-type: none"> ▪ Managed catering and crew well-being during deep-sea fishing expeditions, maintaining food quality and morale over extended periods at sea. | |
| Project Management and Relief Chef Manager | 2004 - 2008 |
| Universal Sodexo | |
| <ul style="list-style-type: none"> ▪ Led project teams, managed client meetings, handled financial reports, maintained stock control, ensured compliance with OHS legislation, and provided relief chef management support. | |
| Project Manager / Chef | 2000 - 2004 |
| Spotless Catering | |
| <ul style="list-style-type: none"> ▪ Managed budgets, coordinated staff schedules, handled orders, organized camp logistics, facilitated client meetings, and provided catering for large groups, achieving high customer satisfaction. | |
| Chef Manager | 1997 - 2000 |
| Nelson College | |
| <ul style="list-style-type: none"> ▪ Directed kitchen operations for 1500 daily meals, coordinated private functions, managed stock, budgets, and dietary requirements, ensuring efficient service and quality standards. | |
| Head Chef | 1985 - 1997 |
| Restaurants in New Zealand & Australia | |
| <ul style="list-style-type: none"> ▪ Led kitchen teams, designed menus, ensured quality standards, and contributed to the success of multiple restaurants. | |