



POSITION DESCRIPTION

General Stream Band 1 to Band 8

POSITION TITLE:	Sous Chef
Entity	Legislature - General
Unit	Parliamentary Catering Service
Reports To (role)	Manager, Parliamentary Catering Service Head Chef
Direct Reports:	Casual Chefs and Kitchen Attendants
Award and Band Level	Tasmanian State Service Award Band 3
Employment status	Permanent Part Time
Full Time Equivalent (FTE)	.8 – Leave Maximisation Scheme
Ordinary Hours per week	Average of 36.75 hours per week. The position requires working extended and unpredictable hours during sittings of the Parliament and undertaken outside normal hours. Leave may be restricted during these times.
Location	Parliament House, Hobart, Tasmania



RESPECT



INTEGRITY



TRUST



INCLUSIVITY



EMPOWERMENT



COLLABORATION

About Us

The Parliament of Tasmania is a meeting place where elected representatives meet to make laws, authorise the expenditure of public funds, scrutinise the government of the day and give a voice to their constituents in the electorates. The Parliament is made up of 3 separate entities consisting of:

- House of Assembly – which provides services to the Members of the House of Assembly, including chamber and committee support in the discharge of their constitutional and parliamentary responsibilities as elected Members.
- Legislative Council – which provides services to the Members of the Legislative Council, including chamber and committee support, in the discharge of their constitutional and parliamentary responsibilities as elected Members.
- Legislature -General – which provides joint services to support Members of Parliament, officers, and staff of the Parliament. These services broadly relate to building and facilities, catering and dining, library and research, Hansard and ICT and broadcasting of proceedings.

Why work at Parliament of Tasmania

- A unique opportunity to contribute to democracy in Tasmania
- Develop capability in delivering innovative, responsive, and impartial professional services.
- A supportive environment to enable our people to do their most purposeful and rewarding work.
- Deliver value that makes a real impact
- Generous leave provisions and benefits
- This might be your best role ever

Position Purpose

The Sous Chef assists in all areas of food production within the Parliamentary Catering Service ensuring that the standard is of an optimum level representative of the Parliament of Tasmania. The Sous Chef is required to provide full support to the Head Chef and manage the Parliamentary kitchen in their absence as and when needed.

Key Accountabilities

- To build and maintain strong staff relationships to ensure high quality food production and service delivery.
- To contribute to menu development and assist in ordering of food products
- To lead the casual kitchen team by modelling high standards of performance and behaviour and aligning these standards to the Parliament of Tasmania's cultural values.
- To deliver services in accordance with Food Safety Policy, legislation and HACCAP.
- To maintain confidentiality and exercise tact and discretion in a sensitive political environment.
- To perform any other allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from an occupant at this classification level.

Key Challenges

- Producing a high-quality product in the correct quantities and at the required time. The volume of work is always variable and demands of the incumbent will be extremely heavy, particularly during sitting periods. The need to meet deadlines is ever present.
- Working outside of normal hours.
- Physical fatigue and discomfort as a result of standing for long periods and lifting heavy utensils.
- High stress levels due the fast-paced and high-pressured environment of a commercial kitchen.

Key Relationships
<ul style="list-style-type: none"> • Head Chef • Assistant Manager, Parliamentary Dining Room • Manager, Parliamentary Catering Service • Casual Chefs and Kitchen Attendants

Level of responsibility
<ul style="list-style-type: none"> • To direct and coach casual Chefs, Kitchen Attendants and Vocational Students in the kitchen. • To understudy the Head Chef and relieve in their absence. • To ensure that all preparation and cooking of menu items are always to the highest standards - monitoring wastage, quality and portion control. • To follow established audit practices when receiving and verifying deliveries of consumables and checking against orders. • To provide guidance to team members including setting performance standards and monitoring performance. • To use interpersonal and communication skills to lead and influence kitchen staff. • To assist in ordering of stock, control/storing of stock and utilising consumables efficiently. • To effect all cleaning tasks within the kitchen and associated areas. • To support and maintain a best practice food safety system (HACCAP). • To ensure that all WHS requirements relating to the Act and the Parliament's Policy Guidelines are adhered to - reporting all accidents, unsafe practices and hazards.

Essential requirements
<ul style="list-style-type: none"> • Certificate III in Hospitality (Commercial Cookery), must have completed an apprenticeship. • Proven broad range of catering experience across all relevant areas including fine dining restaurant, volume banquet and canapes. • Successful completion of accredited HACCP training and Food Safety Supervisor Certificate (2023). • It is a condition of your employment that you must be an Australian citizen or permanent resident, a New Zealand citizen, or hold a current visa which allows you to work in Australia. • It is a condition of your employment that you are deemed to be of suitable character. This assessment will be subject to a satisfactory result from a Nationally Coordinated Criminal History Check and a Working With Vulnerable People check. • It is a condition of your employment that you are assessed as being fit for duty to perform the duties of your role. To determine your fitness for duty, you may be asked to provide a declaration of your health status, including disclosure of pre-existing medical conditions.

Desirable requirements
<ul style="list-style-type: none"> • Demonstrated ability to work under pressure. • Proven strong leadership skills with the ability to motivate and guide a team. • Effective communication skills in providing instructions, clarifying expectations and giving feedback to contribute to a positive and productive work environment. • Ability to complete multiple tasks within a set time frame, plan and complete work activities within predetermined parameters in an environment subject to work pressures and change with the ability to exercise sensitivity, initiative, judgement and discretion

Selection Criteria	
Capability Name	Capability Indicators
<p>Judgement, common sense and strategic thinking</p> <p>applied to identify and analyse problems/key issues, determine alternative approaches and assess their consequences, and provide advice and recommendations.</p>	<ul style="list-style-type: none"> • Exercises judgement in applying procedures and processes; • Uses initiative to resolve non-complex operational matters and satisfy client requirements; • Researches information and makes recommendations based on evidence.
<p>Delivers quality results</p> <p>by managing self, time and resources and prioritise work to deliver outcomes on time. Accept responsibility and be accountable for quality of work to both internal and external clients.</p>	<ul style="list-style-type: none"> • Organises, prioritises and accurately completes a range of tasks; • Monitors task progress and completion and advises supervisor; • Effectively delivers tasks with a strong client focus.
<p>People and leadership skills</p> <p>evidenced by working co-operatively as part of a team or group. Manages others effectively, models leadership behaviours and leads by example to deliver positive business outcomes.</p>	<ul style="list-style-type: none"> • Works effectively in a team and actively participates in team discussion; • Guides and supports staff in relation to systems and procedures; • Shares learning with others and identifies development opportunities for self.
<p>Communicates effectively</p> <p>with colleagues and external stakeholders adapting communication styles to suit different situations.</p>	<ul style="list-style-type: none"> • Accurately prepares and composes documentation tailored to audience; • Listens to and considers different ideas and discusses issues and acts on feedback from others; • Clearly presents ideas and arguments confidently.
<p>Builds & maintains productive working relationships</p> <p>with colleagues, clients and stakeholders (both internal and external) with a demonstrated capability to nurture relationships; facilitate cooperation and partnership; value difference and diversity; and guide, mentor and develop people.</p>	<ul style="list-style-type: none"> • Builds and maintains positive relationships with team members and clients; • Supportive and co-operative in assisting colleagues and clients; • Positively responds to changes in client and stakeholder needs and expectations.
<p>Change responsiveness</p> <p>evidenced by an individual's response and approach to change including their ability to positively adapt, manage and implement change.</p>	<ul style="list-style-type: none"> • Initiates change when required and positively participates in change; • Accepts and adapts quickly to change; • Responds positively and effectively to unexpected change and setbacks and manages own expectations.

<p>Professional ethics</p> <p>Demonstrated capability to be ethical and professional.</p>	<ul style="list-style-type: none"> • Consistently behaves in a manner that complies with our Code of Conduct, Core VALUES, and our policies and procedures. • Recognises impact of own behaviour on others and modifies behaviour accordingly. • Develop understanding of own capabilities and seek opportunities for personal and professional development. • Values people for their contribution and diversity.
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