



POSITION DESCRIPTION

General Stream Band 1 to Band 8

POSITION TITLE:	Head Chef
Entity	Legislature - General
Unit	Parliamentary Catering Service
Reports To (role)	Manager, Parliamentary Catering Service
Direct Reports:	Sous Chef Chefs Casual Kitchen Attendants
Award and Band Level	Tasmanian State Service Award Band 4
Employment status	Permanent Full Time
Full Time Equivalent (FTE)	1.0
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
<p>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:</p> <ul style="list-style-type: none"> • 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
<ul style="list-style-type: none"> • 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
<p>The Head Chef is responsible for the management of the Parliamentary Kitchen including the preparation, production and presentation of food to the standards representative of the reputation and prestige of the Parliament of Tasmania.</p>

Key Accountabilities
<ul style="list-style-type: none"> • Develop, plan, prepare, implement and review menus proportionate to food and labour budgets - showing probity, negotiating and managing the procurement of kitchen consumables in accordance with the Parliament's <i>Procurement of Goods and Services Policy</i>. • Guide, instruct and manage all kitchen staff whilst displaying exceptional leadership by providing a positive working environment. • Monitor and maintain stock to par levels relating to fluctuating requirements of sitting and non-sitting periods. • Maintain a contemporary knowledge of food industry trends, with a view to implementing new methods of production and presentation ideas. • Ensure the work environment is safe and without risk to the health of employees and contractors – monitoring WHS management policies within the work area to achieve this. • Adapting suitable and regular practices to ensure all Health Regulations are adhered to (HACCP). • 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
<ul style="list-style-type: none"> • 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.

- Daily work routines must be carefully organised and must contain enough flexibility to overcome problems such as late deliveries, changing customer requirements and labour force shortages.
- 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

- Manager, Parliamentary Catering Service – report to, receive advice and guidance.
- Assistant Chef – supervise and deploy, provide professional guidance.
- Assistant Manager, Parliamentary Dining Room – establish and maintain effective liaisons to ensure optimum operating effectiveness and best customer relationships are achieved.
- Casual kitchen staff – train, direct, provide professional support.
- Bistro Manager – provide guidance, exchange information and clarify instructions
- Bistro attendant-provide guidance and clarify instruction when necessary

Level of responsibility

- The role is expected to operate with some degree of autonomy in respect to day to day work priorities and is expected to determine matters that need to be referred to the Manager.
- The role is accountable for the delivery of assigned work and determining daily priorities and actions to be taken, including operational priorities.
- To represent the Parliamentary Catering Service on the Work, Health and Safety Committee.
- To lead, manage and direct the Sous Chef and all kitchen employees and to provide an escalation point for issues and complex decision making whilst proposing solutions.

Essential requirements

- Minimum Certificate III Hospitality (Commercial Cookery) and must have completed an apprenticeship.
- Hold a current Food Safety Supervisor Certificate.
- Minimum five years prior and proven experience in a similar role.
- Extensive knowledge of both classical repertoire and contemporary food trends, with a proven ability to produce a broad range of dishes in a modern catering operation.
- Knowledge of State and Federal regulations governing food preparation areas and techniques; the operation and maintenance of food production equipment, with special emphasis on hygiene and safety (HACCAP).
- Demonstrated experience in supervising, motivating and training staff within a complex and diverse kitchen environment.
- 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 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

- Well-developed knowledge and appreciation of the Tasmanian Food Industry.
- Demonstrated experience and examples of menu planning in functions, casual dining and in formal dining settings

- Proven ability to support, mentor and manage work-based learning placements e.g. Tafe and school-based students
- Demonstrated ability to work within budget, provide costings and submit monthly expenditure reports.
- 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
Judgement, common sense and strategic thinking applied to identify and analyse problems/key issues, determine alternative approaches and assess their consequences, and provide advice and recommendations.	<ul style="list-style-type: none"> • Exercises sound judgement in applying guidelines, systems and processes; • Makes timely and accurate decisions and resolves complex operational issues; • Applies initiative in recognising need for change to environment and recommends improved procedures and practices.
Delivers quality results 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.	<ul style="list-style-type: none"> • Monitors and reviews completion of tasks to deliver objectives and makes effective use of team to meet timeframes; • Contributes to and delivers outcomes with a strong client focus; • Implements improved business processes.
People and leadership skills 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.	<ul style="list-style-type: none"> • Works effectively in a team and shares ideas to improve practices and processes; • Guides and instructs staff in relation to systems and procedures and offers full support when required; • Provides and seeks effective feedback and adapts work practices to better meet work objectives.
Communicates effectively with colleagues and external stakeholders adapting communication styles to suit different situations.	<ul style="list-style-type: none"> • Accurately prepares documentation and drafts information that requires interpretive ability; • Confidently presents messages and information in a clear, concise manner including providing recommendations to suit the audience; • Interprets and explains complex operational matters.
Builds & maintains productive working relationships with colleagues, clients and stakeholders (both internal and external) with a demonstrated capability to nurture relationships; facilitate	<ul style="list-style-type: none"> • Actively builds and maintains positive relationships with team members and clients; • Anticipates and is responsive to client needs and expectations;

cooperation and partnership; value difference and diversity; and guide, mentor and develop people.	<ul style="list-style-type: none"> • Represents the work area in internal and external settings in a professional manner.
<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"> • Identifies and initiates changes at a individual/team level and positively participates in change; • Supports, accepts and adapts quickly to change; • Encourages others to participate in change; • Responds positively and effectively to unexpected change and manages own expectations; • Anticipates issues impacting on individual/team activities and proposes solutions.
<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.