



GOVERNMENT HOUSE  
QUEENSLAND

## POSITION DESCRIPTION

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<b>Designation:</b>	Casual Cook
<b>Location:</b>	Office of the Governor Government House 168 Fernberg Road Paddington QLD 4064
<b>Postal Address:</b>	Office of the Governor GPO Box 434 BRISBANE QLD 4001
<b>Classification:</b>	Operational Stream OO3 (equivalent)
<b>Term:</b>	<b>Casual appointment</b> – initially for up to one year (subject to a security check).
<b>Reports to:</b>	Head Chef
<b>Date of Review:</b>	April 2021

### ORGANISATIONAL ENVIRONMENT

The Office of the Governor exists to provide executive, personal, administrative and logistic support to the Governor and to manage Government House and the Government House Estate. This support enables the Governor to exercise the statutory and constitutional responsibilities and to fulfil the official, ceremonial, and civic duties of office.

The Office of the Governor comprises three functional areas: Administration, Facilities & Operations, and Hospitality. These are overseen by an executive officer (the Deputy Official Secretary) who is responsible to the Official Secretary for the corporate, administrative, and operational activities of the Office of the Governor including the domestic establishment, the buildings and grounds.

The Official Secretary is the Chief Executive and Accountable Officer for the Office of the Governor.

## PURPOSE OF THE POSITION

To work closely with the Head Chef and Sous Chef to produce meals and catering of a five star standard.

## SUPERVISORY RESPONSIBILITIES

Nil.

## DELEGATIONS AND AUTHORITY

Nil.

## DUTIES

Duties will include:

- Assisting the Head Chef and/or Sous Chef in the preparation, cooking and presentation of meals and reception menu items to include:
  - stand-up events requiring reception/canape foods
  - seated formal lunches and dinners
  - breakfast buffets
  - vice regal meals
  - staff duty meals
- General basic food preparation of:
  - Vegetables and salads
  - Desserts, pastry and bread
  - Meats, to include the deboning of poultry and portioning of meat
  - Canapes and other finger foods
- Assisting the head chef and sous chef in the cooking and 'plating' of the above foods.
- The collection, receipt and storage of food deliveries.
- General cleaning of the kitchen that includes:
  - The washing up of pots and kitchen utensils
  - The cleaning of the kitchen and kitchen equipment
  - The cleaning and maintenance of storage areas
- Ensuring that all food preparation and storage areas are always maintained in a clean and hygienic state.
- Observing and practicing correct food handling practices.

- Observing and practicing correct Workplace Health and Safety procedures.
- Monitoring the condition and serviceability of all catering plant and equipment and reporting defects as they occur.
- Ensuring strict stock rotation, minimising wastage and assisting chefs in maintaining correct stock levels.
- As required, perform any other duties that are reasonable and lawful as directed.

#### SELECTION CRITERIA

- Relevant experience and/or education/training in a similar position within a comparable prestigious or five star establishment.
- A strong commitment to Workplace Health and Safety and Safe Food Handling practices.
- Demonstrated ability to follow standard recipes.
- Demonstrated enthusiasm and a focus on high performance and personal achievement.
- Ability to establish work priorities for the day and meet deadlines.

#### Mandatory Requirements or Special Conditions

#### ADDITIONAL INFORMATION

To apply, you are required to send a copy of your CV to the Head Chef, Office of the Governor, GPO Box 434, BRISBANE QLD 4001 or by email to  
 Email: [govhouse@govhouse.qld.gov.au](mailto:govhouse@govhouse.qld.gov.au)

Your application **MUST** include:

- A **brief covering letter** including your name, address and telephone number.
- **Resume or curriculum vitae** which may include an outline of your work experience, positions held, periods of employment, details of major responsibilities and achievements, duties performed, education, training or development undertaken and any relevant qualifications.
- **Contact details of at least two referees** including the referee's name, title, address and telephone number.
- **Copies of your qualifications** and/or written references, where relevant.

## **ADDITIONAL INFORMATION**

The Office of the Governor is committed to equal opportunity employment. Applicants must be Permanent Residents or Citizens of Australia.

Selection of a person for appointment with the Office of the Governor will be based on merit. Merit is described as selecting the person who can do the job best. This is determined by the selection panel comparatively assessing a person's job-related qualities against the selection criteria, relative to other applicants.

Applicants will be subject to a Police criminal history check and the successful applicant is required to sign a statement of confidentiality.

A non-smoking policy operates in the workplace.

## **CONTACT DETAILS**

For more information about this position contact Mr Paul Newsham, Head Chef (07) 3858 5731.