



**GOVERNMENT HOUSE**  
QUEENSLAND

**POSITION DESCRIPTION**

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<b>Designation</b>	Apprentice Chef – 2 <sup>nd</sup> year
<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>Website Address</b>	<a href="http://www.govhouse.qld.gov.au/">http://www.govhouse.qld.gov.au/</a>
<b>Classification</b>	00 3 Level Applicable Apprentice Percentage 2 <sup>nd</sup> Year apprentice - 55% 3 <sup>rd</sup> Year apprentice – 75% 4 <sup>th</sup> Year apprentice – 90%  Additional allowances may also apply.
<b>Term</b>	Contract appointment, until qualification as a chef.  Limited extension (no more than 3 months) after qualification may be available by negotiation.
<b>Reports to</b>	Head Chef
<b>Date of Review</b>	November 2022
<b>Closing Date</b>	16 January 2023

**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 statutory and constitutional responsibilities and to fulfil the constitutional, ceremonial, and community duties of office.

The Office of the Governor comprises an Executive and Corporate area and three functional areas: Program, Facilities & Operations, and Hospitality. The functional areas are overseen by the Deputy Official Secretary (DOS) who is responsible to the Official Secretary (OS) for the operations of Government House and the delivery of

the Governor's program. The Office has a number of matrix management structures that enable effective delivery of the Governor's program, principal amongst them is the Executive Management Group (EMG) comprising OS, DOS and Chief Financial and Governance Officer (CFG0).

The Official Secretary is the Chief Executive and Accountable Officer for the Office of the Governor and principal advisor to the Governor on constitutional, ceremonial and community duties.

An employee joining this environment acknowledges and agrees that the employee's duties will be undertaken within a unique environment and that it is an inherent requirement of the engagement that the employee must have and maintain the trust and confidence of the Official Secretary at all times.

#### **PURPOSE OF THE POSITION**

This position supports the Head Chef and the Government House Kitchen to provide catering services befitting a Vice-Regal establishment.

#### **REPORTING ARRANGEMENTS**

The position reports to the Head Chef.

Day to day supervision of the incumbent may be provided by the Head Chef and or Sous Chef.

The incumbent must fulfil the requirements set out under the registered training contract.

#### **SUPERVISORY RESPONSIBILITIES**

NIL

#### **DELEGATIONS AND AUTHORITY**

NIL

#### **DUTIES**

- Assist with preparation, cooking and presentation duties of meals and function catering as directed by the Chef.
- Ensure best practice food and kitchen hygiene practices are met.
- Undertake and complete all off-site training requirements set out in the training contract.

#### **SELECTION CRITERIA**

##### **Professional Qualifications**

Nil

##### **Experience, Skills, Knowledge and Abilities**

- Well-developed oral communication skills.
- Well-developed interpersonal skills.
- Knowledge of general catering practices including food preparation, presentation and storage, client service, safety and hygiene practices and inventory control or the ability to acquire such knowledge within a reasonable period of time.
- Ability to work with limited supervision and ensure that tasks are completed and deadlines are adhered to.

#### ADDITIONAL INFORMATION

The Office of the Governor operates in a unique environment. The spread of hours for Hospitality staff may extend beyond the usual spread of hours 6am to 6pm Monday to Friday and may include weekends.

The Office of the Governor is committed to equal opportunity in employment.

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

A non-smoking policy operates in the workplace.

The Office of the Governor currently mandates that employees are fully vaccinated against COVID 19. Applicants will be required to demonstrate their vaccination status.

For further information about this position contact Head Chef Paul Newsham or House Services Manager Darren Yeap at Office of the Governor on (07) 3858 5700.

#### HOW TO APPLY

To apply you should:

- Apply online at [www.smartjobs.qld.gov.au](http://www.smartjobs.qld.gov.au)

Or submit your resume detailing your skills and work experience to

Mr Darren Yeap  
House Services Manager  
Office of the Governor  
PO Box 434  
Brisbane QLD 4001

- Include the names of at least two referees with recent knowledge of your work
- Provide a brief statement of no more than 2 pages describing why you consider yourself a suitable candidate for the position.