



OVERVIEW OF THE ROLE

As a Chef, you will be responsible for Station cooking and catering, food safety and kitchen hygiene, control of all foodstuffs and consumables, and for contributing to re-ordering of foodstuffs and consumables for the succeeding expedition. Additionally, the Chef assigned to Casey station will be required to be available to relieve the Wilkins Aerodrome Camp Support Officer (ACSO) at times throughout the flying season. Duties whilst at Wilkins Aerodrome can be found under the job description for the ACSO on the Australian Antarctic Division website.

Chefs can be employed in either summer or winter jobs; shorter winter opportunities may also arise. Chefs are employed at all three Antarctic stations as well as Macquarie Island.

WHAT YOU WILL DO ON THE JOB

As a Chef you will be required to undertake the following:

- Provide a nutritious and varied diet for expeditioners 5-6 days a week.
- Satisfy varied dietary requirements, e.g. vegetarian, vegan and common food intolerances.
- Maintain the kitchen and its equipment in a safe, operational and hygienic condition.
- Manage food and consumable stocks, ensuring suitable storage.
- Supervise and train the rostered, unskilled kitchen staff.
- Promote a convivial and sociable working and dining environment.
- Monitor food stocks at field huts and depots and assist expeditioners to prepare field rations.
- Whilst at the station you will be responsible for conducting accurate stock takes of food, small equipment and cleaning supplies, to assist with reordering.
- Prepare monthly, resupply and annual reports.

As a proactive and positive member of the community you will:

- Maintain a personal and practical commitment to AAD policies and standard operating procedures (including work, health and safety and environmental policies). Training and guidance in regard to all responsibilities relevant to your position will be provided.
- Perform duties to support the community life of the expedition, such as general kitchen duties, garbage clearance, general cleaning duties, and assisting other expedition members with official programs.

- Work in areas outside of your primary role, for example, providing assistance to other areas or science projects, or participating in general labouring tasks such as clearing snow or handling cargo.
- May include but not limited to: modelling appropriate leadership behaviour; supporting the station leader with leadership functions; leading a team of people; and managing individual performance.

The [Application Process](#) and the [Life as an Expeditioner](#) pages contain critical information about living and working in Antarctica, and must be read in conjunction with this job description prior to applying.



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Technical Criteria

1. Essential

You can only be selected for this role if you have these [essential](#) skills and licences.

Qualifications/licences (provide copies in your application):

- Completed indentured apprenticeship (or equivalent).
- A current, unrestricted "C" class (manual) Australian driver's licence
- A current statement of attainment in the following units of first aid, or the ability to attain prior to commencement:
 - Provide First Aid (HLTAID003) valid for at least 12 months beyond the date of commencement; and
 - Provide CPR (HLTAID001).

Recent hands-on experience (within the last 5 years):

- At least 5 years' experience post apprenticeship

2. Desirable

These are not essential to the role, but they will make you more competitive against other applicants. To increase the likelihood of your application being successful, you will need to have at least [some](#) of these.

Recent hands-on experience (within the last 5 years):

- Catering for a range of dietary requirements; vegetarian/vegan, intolerances etc.
- Bread making
- Patisserie/cakes/desserts
- Buffet/banquet/special function/larder
- Bain marie service
- Ethnic/regional/theme cooking
- Fine dining
- A sound nutrition and dietary understanding
- Experience in Microsoft excel, outlook and word is desirable
- Control of large volumes of food stocks
- Menu planning and compilation
- Supervision and training of skilled, semi-skilled and unskilled personnel in the kitchen
- Creating a convivial social and working environment
- Field/camp/remote area catering
- Other skills that might be of use in an isolated Antarctic community could be an advantage.



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Personal Qualities Criteria

The Australian Antarctic Division assesses the personal qualities required to successfully live and work in an isolated Antarctic or sub Antarctic community. Successful candidates need to demonstrate the personal qualities criteria detailed below and this will be assessed during the selection process.

WORK QUALITIES

The personal qualities that relate to an expeditioner being able to effectively complete their work.

Versatile

Expeditioners should be able to change their processes to meet changes in their work, though they should recognise when this is impractical or unsafe. Expeditioners should be able to manage work responsibilities alongside community interests and personal time.

Proactive

Expeditioners should be able to anticipate and take control of situations rather than simply waiting to respond to a situation or task. They should demonstrate initiative in the completion of tasks which may be distinct from their work duties, including broader AAP tasks including support to science and social or community issues.

Focus on Excellence

Expeditioners should be self-motivated and have a strong sense of their self-worth without being overconfident or obnoxious. They should feel pride in the completion of work to a high standard but maintain a drive for continued improvement, both as an individual and a community. They should recognise the value which a collective sense of excellence provides and be an active contributor to it by giving and receiving constructive feedback.

COMMUNITY QUALITIES

The personal qualities that relate to an expeditioner being committed to the organization, its mission and its work.

Emotional Intelligence

Expeditioners should be able to understand and manage the emotional and physical impacts of their actions on their colleagues. In addition, they should also be able to differentiate between the intent and outcome of their colleagues' actions. Expeditioners understanding of their emotions, and the emotions of their colleagues should translate to actions which minimise conflicts and further community outcomes.

Community Mindedness

Expeditioners should be self-sufficient, but they should also be comfortable living and working alongside one another, while acknowledging and celebrating their differences. They should strive to contribute toward team outcomes which build the community while also maintaining their work responsibilities. Expeditioners should value a sense of harmony within the community but be able to respond to episodes of disharmony in a manner which is respectful of the individuals involved and builds the community



Self-Leadership

Expeditioners should show an appreciation of the work completed by their colleagues and identify areas for improvement and growth in a considered and community-focused approach. Expeditioners should be able to adapt their personal style to deal with different workplace situations, e.g., from business-as-usual activities to those required to deal with a crisis on station including those situations that require their particular skills or expertise and those of a more general nature.

Expeditioners in a formal leadership role should also understand the need to build the team by empowering individuals but also be able to direct the team's actions when the situation warrants. They will be able to support the team by helping them understand their role in achieving the team's outcomes, especially in situations where outcomes may be unclear.

Assertiveness

Expeditioners should feel comfortable expressing their views and should recognise how and when it is appropriate to do so. They should be willing and able to ask questions and seek-out answers. Expeditioners should value one another's feedback and, where appropriate, they should reach a consensus before acting.

ORGANISATION QUALITIES

The personal qualities that relate to an expeditioner being committed to the organization, its mission and its work.

Flexibility

Expeditioners should be flexible in their thought processes, procedures, and interpretations. They should recognise the complexity of situations and understand how this impacts their responses. They should also recognise how the unique nature of the AAP environment may lead to differences in the application of generic work procedures and practices in Antarctica.

Organisational Alignment

Expeditioners should value their work and understand how it contributes to the work the AAP is doing to support Australia's interests in the Antarctic. They should recognise the value of Antarctic science and Australia's continued presence in Antarctica. Expeditioners should identify with the values of the organisation and with a shared responsibility, actively contribute toward its evolution through feedback and engagement.

Safety Commitment

Expeditioners should demonstrate a proactive commitment to safety and adherence to safety guidelines. They should understand the importance of safety procedures and be prepared to work within these to deliver outcomes safely and effectively. They should actively promote the use of safety procedures to contribute toward the development of a safety-oriented workplace.



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Other Criteria

If you progress through the technical criteria and personal qualities stage of the process, the next stage will require you to undergo medical, psychological and character screening. Meeting and maintaining suitability in relation to these requirements is mandatory.

Medical

The AAD's Polar Medicine Unit will determine your medical fitness for duty in Antarctica or the subantarctic following tests conducted on our behalf by a nominated medical practitioner.

If required, this may include comprehensive drug screening for compliance to undertake Safety Sensitive Aviation Activities (SSAA).

Candidates considered for a role at Macquarie Island may be required to complete a fitness assessment.

Psychological

You may be required to undertake an adaptability assessment.

Character

You will be subject to a police records check and a reference check.

