



Australian Government

Department of Climate Change, Energy, the Environment and Water
Australian Antarctic Division



AUSTRALIAN
ANTARCTIC
PROGRAM

Expeditioner Band 1.5 (APS 4) – Chef

Classification	Expeditioner Band 1.5 (APS 4) - \$82,993 pa
Total Remuneration	\$150,947 pa (When in Antarctica/sub-Antarctic, inclusive of Antarctic Allowances)
Division	Australian Antarctic Division
Branch	Operations and Logistics
Section	Station and Field Operations
Location	Kingston, Tasmania and Antarctic/sub-Antarctic deployment
Employment Status	Non-Ongoing (temporary)
Hours	Full-time (37.5 hours per week)
Security Clearance	Not Required

WHO WE ARE – Australian Antarctic Division (AAD)

The AAD is part of the Commonwealth Department of Climate Change, Energy, the Environment and Water (DCCEEW). As primary agency for Australia's Antarctic Program (AAP), the AAD is responsible for achieving the Australian Government's Antarctic goals to:

- maintain the Antarctic Treaty System and enhance Australia's influence within it
- protect the Antarctic environment
- understand the role of Antarctica in the global climate system
- undertake scientific work of practical, economic and national significance.

THE JOB

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 Chef at times throughout the flying season. Duties whilst at Wilkins Aerodrome are outlined below.

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.

Wilkins Aerodrome Chef:

The Aerodrome Chef cooks and caters food for Wilkins Aerodrome and manages kitchen/ablution hygiene. The Aerodrome Chef maintains accurate records, performs stock control and re-orders food and consumables. This is done in partnership with Casey station Chefs and the Chef Advisor in Hobart.

The Aerodrome Chef also undertakes a range of duties to maintain essential services at Wilkins Aerodrome. Some of the aviation duties include cargo/baggage handling, weather reporting, passenger liaison and first aid.

The Aerodrome Chef is employed in a summer job only.

You should apply for this role if you have the appropriate knowledge, skills and experience and an interest in the challenge of living and working in a small community in a remote environment.

Applicants will be assessed and if successful placed in a role for training and deployment, or a merit pool that will be used for future seasons.

Key duties will include, but are not limited to:

- 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
- 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

WHAT WE ARE LOOKING FOR – ESSENTIAL

Required Identification/Qualification/Licence/Ticket	When you need to provide evidence	
	Provide copy with application	obtained prior to job commencement
Completed indentured apprenticeship (or equivalent)	✓	
Driver's licence – Current, unrestricted "C" class (manual) Australian driver's licence	✓	
Citizenship - In accordance with the PS Act 1999, APS employees are required to be Australian citizens. Persons who are not Australian citizens will generally only be considered where there are no suitable Australian applicants, with next considerations being Australian residents with work rights and New Zealand citizens.	✓	
Valid Passport - The expiry date of the passport (and any relevant visa) must be at least 6 months beyond the planned end date of your intended stay in the Antarctic or sub-Antarctic		✓
Provide First Aid (HLTAID011) must be valid for at least 18 months beyond the date of AAD commencement.		✓
Provide CPR (HLTAID009) must be valid for at least 6 months beyond the date of AAD commencement		✓

Knowledge and experience - Essential:

- Hands-on experience at least 5 years' post apprenticeship

WHAT WE ARE LOOKING FOR – DESIRABLE

Knowledge and experience:

These are not essential to the role however, to be suitable you will need to have at least some of these. We encourage you to apply even if you do not fit 100% of the requirements.

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
- 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

ELIGIBILITY AND OTHER REQUIREMENTS

Personal Qualities:

During the recruitment selection process, the AAD assesses individual personal qualities required to successfully live and work in an isolated Antarctic/sub-Antarctic community. Successful candidates need to demonstrate the personal qualities detailed [here](#).

Pre-employment check:

Your suitability for employment will be assessed through pre-employment screening including National Police Check, referee checks, pre-employment medical assessment, specified mandatory qualification(s) validation and completion of required probation period.

Work Health and Safety Obligations:

All employees have a duty to take reasonable care of their own health and safety while at work, to ensure their acts or omissions do not adversely affect the health and safety of other persons in line with any reasonable instruction given to comply with the Work Health and Safety legislation.

RecruitAbility:

Under the [APS \(Australian Public Service\) RecruitAbility scheme](#) you will be invited to participate in further assessment for the vacancy if you choose to apply under the scheme; declare you have a disability; AND meet the minimum requirements for the position.

HOW TO APPLY

Information about how to apply can be found [here](#), including further information about AAD jobs.