



Australian Government

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

Expeditioner Band 1.5 (APS 4) – Chef

Classification	Expeditioner Band 1.5 (APS 4) - \$79,801 pa
Total Remuneration	\$145,142 pa (when in Antarctica/sub-Antarctic, inclusive of Antarctic Allowances)
Division	Australian Antarctic Division
Branch	Operations and Logistics
Section	Station and Field Operations
Location	Based in Kingston, Tasmania. Antarctic and sub-Antarctic
Employment Status	Non-Ongoing (temporary)
Hours	Full Time
Security Clearance	Not Required

Commitment to Inclusion

AAD values diversity, in backgrounds and experience. We acknowledge the challenges associated with the work that we do and are committed to developing an inclusive culture for all people. We welcome everyone to apply, especially those individuals who are underrepresented in the industry: women and gender diverse people, LGBTQIA+ folks, culturally and linguistically diverse people and Aboriginal and/or Torres Strait Islander peoples.

Overview

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.

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.
- 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.
- The AAD is committed to providing a safe place of work, safe systems of work and a culture in which care for one another's safety and wellbeing is central to the way we do things. Having stated this, you are going to an extreme workplace. The consequences of you failing to understand your responsibilities can be catastrophic. It is therefore incumbent on all expeditioners to understand and implement the AADs Work Health Safety Commitment Statement and the AAD Safety Behaviours Framework.

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.
- Be rostered to 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, to ensure an equitable contribution.
- 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.

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.

What we are looking for

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.
- Valid passport when travelling to the Antarctic or sub-antarctic. 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
- A current statement of attainment in the following units of first aid, or the ability to attain prior to commencement:
 - Provide First Aid (HLTAID0011) 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.

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

- At least 5 years' experience post apprenticeship

Desirable

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 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

Personal Qualities - 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 [here](#). This will be assessed during the selection process.

Eligibility and other requirements

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

Security Clearance - This position does not require a security clearance.

Pre-employment Check - Your suitability for employment will be assessed through a pre-employment screening process. This process includes a requirement to undergo and satisfy a National Police Check, referee checks, character clearance and a pre-employment medical and psychological adaptability assessment, specified mandatory qualification(s) validation and a probation period.

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

Requirement to be vaccinated under public health orders

It may be a condition of your employment that:

1. if you are required to be vaccinated against COVID-19 under an applicable Australian law; or
2. if the department is unable under an applicable Australian law to permit you to attend for work (ie outside of your usual place of residence) unless you are vaccinated against COVID-19,

You must be up to date with your COVID-19 vaccinations, and you must also comply with all recommendations from public health authorities regarding any additional vaccinations that ensure the effectiveness of the COVID-19 vaccine that you have received.

How to Apply

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.

Apply for this role by submitting your application through our [Jobs in Antarctica](#) website. If you have any questions regarding this role, email the contact officer.

Your email is our primary method of contacting you; please make sure that the email and phone number you provide us is correct, current and accessible. **We recommend applicants to not use their work email on their application for accessibility.**

Work Health and Safety Obligations

All workers (APS1-Secretary) have a duty to take reasonable care for their own health and safety whilst at work, to ensure their acts or omissions do not adversely affect the health and safety of other persons and to comply with any reasonable instruction given to comply with the Work Health and Safety legislation.

All supervisors and managers (APS5-EL1) play a significant role by modelling safe work behaviours and clearly setting the standard for acceptable behaviour in the workplace. Supervisors and managers play a critical role in supporting 'Officers' to exercise due diligence and in consulting with duty holders.

An Officer (EL2-Secretary) makes and participates in making decisions that affect the whole or a substantial part of the department. Employees at the SES Band 2 and above classification are considered to be Officers under the Work Health and Safety Act 2011 (Cth) with all EL 2 and above required to complete officer due diligence training. Officers have a duty to be proactive and continuously ensure that the department complies with relevant duties and obligations.

Contact

Name: Noel Tennant
Email address: noel.tennant@aad.gov.au