



Australian Government

Department of the Environment and Energy

Australian Antarctic Division

CHEF

OVERVIEW OF THE ROLE

As the 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 WILL YOU ACTUALLY DO ON THE JOB?

You will:

- 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.

You will also:

- maintain a personal and practical commitment to Australian Antarctic Division (AAD) work, health and safety (WHS) and environmental policies. Training and guidance in regard to safety and environmental responsibilities relevant to your position will be provided by your supervisor and others;
- in common with all other expeditioners, 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; and
- work in areas outside of your primary trade, for example providing assistance to other trade areas, or participating in general labouring tasks such as clearing snow or handling cargo.

As this role may require you to be involved in a Safety Sensitive Aviation Activity, a condition of employment is that you may be required to participate in drug and alcohol screening of urine and/or saliva samples.

REQUIRED SKILLS, KNOWLEDGE AND ATTRIBUTES

You will demonstrate capability in the following:

- 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.

Qualifications and Licences - Required on Application

You must provide evidence of all relevant qualifications and licences in your application. Preferably attach a scanned copy. Otherwise, you must provide detail of the full title of the qualification/licence, date of issue and date of expiration (if relevant). Please note that if you do not provide evidence of required qualifications and licences, your application may not be considered further.

- You will have completed an indentured apprenticeship (or equivalent) and have 5 years experience post apprenticeship.
- You will hold a current, unrestricted "C" class (manual) Australian driver's licence.

Qualifications and Licences - Required on Commencement with the AAD:

- You must have a current statement of attainment in the following units of first aid: Provide First Aid (HLTAID003) - valid for at least 12 months beyond the date of commencement) and Provide CPR (HLTAID001).

Personal Qualities Requirements

The Australian Antarctic Division assesses individual personal qualities in terms of the attributes required to successfully live and work in an isolated Antarctic or subantarctic community. Successful candidates will meet the personal qualities criteria detailed in Attachment 1.

Medical, Psychological and Security Screening

If you are assessed as meeting the above job related and personal quality requirements, you will be required to undergo medical, psychological and security screening. Meeting and maintaining suitability in relation to these requirements is mandatory.

- 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).
- Psychological assessments are conducted on our behalf by a nominated professional provider.
- Security checks vary depending on the position. This may be limited to a police records check.
- Candidates considered for a role at Macquarie Island may be required to complete a fitness assessment.

WORKING CONDITIONS - SPECIAL CONSIDERATIONS

Hazards that exist at the work site are controlled by various methodologies and will be discussed during your training. The following working and living conditions, as well as physical and environmental demands apply to this position:

- Duties are predominately undertaken indoors.
- Exposed to potential for kitchen burns, scalds and cuts.
- Required to undertake manual handling tasks.
- There is asbestos on all stations, however it is controlled and contained.
- Required to use suitable Personal Protective Equipment (PPE) for certain tasks and activities.
- The nature of the environment on Macquarie Island potentially increases the likelihood of muscular skeletal type injuries.
- On continental stations the nature of the environment increases the risk of slip hazards.
- Remote and isolated community living comes with:
 - Limited sophistication of medical support.
 - Limited scope for medical evacuation - if at all possible evacuation is likely to be delayed and prolonged.
 - Stressors of close communal living.

PERSONAL QUALITIES CRITERIA

Successful applicants will:

- **DEMONSTRATE A STRONG WORK ETHIC**

Evidenced by a proven history of efficient, effective, responsive and productive work performance.

Applicants for supervisory positions will be expected to demonstrate supervisory capabilities, including a good knowledge of workplace diversity, workplace relations, work, health and safety and environmental management practices and principles.

- **DEMONSTRATE THAT THEY CAN MAKE A POSITIVE CONTRIBUTION TO COMMUNITY AND TEAM**

Evidenced by:

- demonstrating the capacity to cope with physical and emotional isolation and the resilience to overcome hardship;
- demonstrating the capacity to work productively, contribute to the success of small isolated work groups and the overall community including recognising the effect their behaviour has on others;
- demonstrating a capacity to address and resolve issues of conflict;
- demonstrating the capacity to exercise sound judgement;
- demonstrating flexibility, tolerance and acceptance of changing circumstances;
- demonstrating qualities of robustness, motivation and confidence whilst displaying sensitivity, situational awareness and support and respect to fellow workers;
- demonstrating good social skills and taking pride in their appearance and maintaining socially accepted standards of hygiene;
- responsible use of alcohol; and
- not exhibiting behaviour that could endanger others' safety or be seen as being abusive, threatening or offensive to others.

- **DEMONSTRATE THAT THEY RESPOND TO AUTHORITY AND ARE COMPLIANT WITH THE LAW, LEGISLATIVE REQUIREMENTS AND AAD POLICIES AND PROCEDURES**

Evidenced by:

- a history of complying with authority and supporting lawful instructions;
- demonstrating a commitment to and compliance with appropriate environmental management policies and practices;
- demonstrating a knowledge and history of compliance with work health and safety practices and principles; and
- recognition of harassment and discrimination issues and demonstrated compliance with associated legislative requirements.

- **DEMONSTRATE A COMMITMENT TO AAP SPECIFIC REQUIREMENTS**

Evidenced by:

- demonstrating commitment to supporting the Australian Antarctic Science Program;
- demonstrating willingness to participate in "common duties" and activities in support of the community generally; and
- demonstrating commitment to fully participate in all required training and associated activities.