Parliament of South Australia

Catering Division

Position Title:	Head Chef	**Location:**	Parliament House
Classification:	OPS4	**Reports to:**	Executive Chef
Entity/Division:	Joint Parliamentary Services	**Direct Reports:**	Nil
Business Unit:	Catering Division	**Job Status:**	Ongoing

ABOUT US

The Parliament of South Australia legislates for the peace, order, and good government of the State. The Joint Parliamentary Service Committee (JPSC) is a Standing Committee of the Parliament. It consists of the President of the Legislative Council, the Speaker of the House of Assembly and two Members from each House.

The JPSC is responsible for the administration of the Joint Parliamentary Service (JPS) Divisions such as the Parliamentary Library Division, the Catering Division, Hansard, and the Joint Services Division (including PNSG, People and Culture, Finance and Building Services).

The Catering Division provides in-house event and day to day catering services to the Parliament of South Australia's broad customer base including Members, guests and staff. It operates multiple dining rooms, food and beverage areas and function spaces within Parliament House for Members and guests and provides a cafe service for staff and Members.

KEY OBJECTIVES:

The Head is accountable to the Executive Chef to assist in providing a broad range of activities including:

- Supporting the Executive Chef in the day-to-day operations of the kitchen, including food preparation and service delivery.
- Contributing to efficient kitchen operations through effective food production practices, stock control, purchasing support, equipment care and compliance with food safety and legislative requirements.
- Providing unified leadership and guidance to kitchen staff, fostering a positive, professional team culture and supporting staff development.
- Contributing to continuous improvement through ideas and initiatives that enhance menus, workflows and kitchen practices in line with divisional objectives.
- Acting in a senior operational capacity in the absence of the Executive Chef to ensure continuity of service and standards.

RESPONSIBILITIES

Under the supervision and direction of the Executive Chef, ensure the operational provision of a contemporary high quality, efficient and effective food and beverage service that meets the ever-changing needs of its Members, their guests and the staff of the Parliament whilst maintaining food quality and safety standards to a high level by contributing to:

- Supporting the delivery of services across the Catering Division outlets and functions, including the Members, Strangers and Speakers Dining Room, Members Bar, Blue Room, BBQ and Courtyard area, Balcony Room, Old Chamber and Committee / meeting rooms.
- Regularly reviewing, designing, testing, costing and introducing dishes and menus with a balance of new, contemporary and classical items to meet a range of dietary and catering requirements.
- Keeping abreast of, and applying local and international culinary trends, techniques and standards, and providing culinary advice relating to in-house food production and food preparation.
- Prioritising the use of South Australian produce by establishing and maintaining strong relationships with local suppliers, farmers, and producers.
- Ensuring all purchasing complies with Division procedures, quality and food safety standards, delivering value for money, and meets agreed food cost targets.
- Maintaining good financial control through monthly stock takes and ensuring appropriate stock levels are maintained based on activity requirements enabling an efficient and timely utilisation of goods and resources.
- Ensuring all kitchen, food production, storage and service equipment is maintained and operating in a safe working order and to the standard expected of a high-class establishment, and escalating issues promptly.
- Assisting in maintaining and reviewing the Division's asset registers.
- Liaising with the Executive Chef and Catering Manager in regard to emergency equipment breakdowns and regular equipment servicing schedules.

Consistently deliver, maintain and build upon a high level of personal and professional service standards in a fast-paced high-pressure environment by contributing to;

- Reviewing, maintaining and supporting the implementation of purchasing, stock control and costing standards, food safety, cleaning principles, procedures and schedules to ensure the effective purchasing, handling, storage and safety of all food items or food production related goods.
- Reviewing and implementing change where necessary to food service systems, workflows and daily operational procedures that continue to improve overall service delivery standards from the kitchen.
- Communicating effectively with the Executive Chef, Catering Manager and Assistant Catering Manager, fostering strong working and communicative relationships within the kitchen team as well as the Division's staff.
- Communicating professionally and effectively with external suppliers, contractors, visitors, building staff and Members, conveying professionalism whilst continuing to promote the Division and its services.

Contribute to the proper management of human resources and the development of a proficient, skilled, motivated and flexible work force by contributing to:

- Providing day to day on-shift operational supervision of the kitchen and its staff, whilst offering support and guidance to team members as required.
- Participating in the induction, training and development of staff as required, including providing feedback on performance and supporting opportunities to meet training and development needs.
- Assuming a senior operational leadership role in the absence of the Executive Chef to ensure continuity of service and standards.
- The Head Chef as appropriate will act as Executive Chef when the Executive Chef is on leave.

Ensure the effective and efficient operation of the Catering Division Food and Beverage Service by contributing to;

- Providing support and assistance to all areas of the Division's services as required.
- Undertaking special projects as appropriate and directed by the Executive Chef or Catering Manager.
- Furthering personal development of knowledge and skills through professional development, networking and continuing education.

KEY SELECTION CRITERIA

- Must have previously served as a Head Chef, Sous Chef or equivalent role in a fine dining restaurant, five-star hotel or equivalent establishment for a minimum of 3 years, with the ability to operate in a unique environment such as Parliament.
- Demonstrates thorough, contemporary knowledge of operating small to large scale kitchens and food service systems that service multiple areas with a wide range of service styles, including fine dining, ala carte, buffet, cocktail, café and alfresco food service styles and menus.
- Demonstrates thorough, contemporary knowledge of food safety principles including HACCP, the SA Food Act and FSANZ National Food Safety standards.
- Experience in supporting the design, planning and costing of new, contemporary and classical style menus using relevant systems and financial accountability processes.
- Experience in contributing innovative and creative ideas in cuisine and kitchen practices, applying knowledge of current customer trends, dietary requirements and religious or cultural needs.
- Strong leadership skills with the ability to develop and maintain a productive and positive team environment, including providing on-shift direction, coaching and supervision.
- Strong communication skills, with the ability to engage diplomatically through well-developed oral and written communication and maintain high personal and professional standards.
- Computer literate with experience in word processing, spreadsheets and database ordering systems such as Redcat, Micros or H&L.

Special Conditions

- The Head Chef may be required to work between early morning and late at night over a 5 or 7 day roster. The position generally works Monday Friday with the following breakdown of ordinary hours per day in a non-sitting week:

- Monday 7:00am 4:00pm (8 hours)
- Tuesday 8:00am 4:30pm (7.5 hours)
- Wednesday 8:00am 4:30pm (7.5 hours)
- Thursday 8:00am 4:30pm (7.5 hours)
- Friday 7:00am 2:30pm (7 hours)

Note: In sitting weeks Tuesday, Wednesday and Thursday 8am start until required.

Out of Hours:

- The Head Chef is expected to work compulsory overtime hours when Parliament is in session or for after-hours functions as organised and approved by the Catering Manager. Hours worked outside those noted above in sitting periods or for after-hours functions are paid at the appropriate prescribed rate in accordance with the Parliament (Joint Services Act) 1985 and the relevant Parliament House Enterprise Bargaining Agreements.

Leave

- Leave requests are subject to approval by the appropriate delegate, having regard to administrative, operational, and service requirements. As parliamentary sittings represent the core function of the Parliament and the Catering Division, leave will not ordinarily be approved during sitting periods pending exceptional circumstances.

QUALIFICATIONS

- Must have completed a 4 year indentured apprenticeship as a Chef preferably at a fine dining restaurant, five star hotel level or equivalent establishments in Australia or overseas.

PRE-EMPLOYMENT SCREENING REQUIREMENTS

- All appointments are subject to reference checks, pre-employment assessment, and National Police Clearance.
- The inherent requirements of the role and intrinsic risk(s) will be considered in assessing prior conviction notifications and declarations of misconduct in previous workplaces.

ADDITIONAL INFORMATION

- The appointment is made pursuant to the Parliament (Joint Services) Act and, while the provisions of the Public Sector Act do not apply to this position, public sector conditions apply, and entitlements are transferable.
- There may be a requirement to work outside of normal working hours.
- Any person who is, and is seen to be, active in political or electoral affairs and intends to carry on this activity may compromise the strict political neutrality of this position and could not be considered for appointment.
- Employees are required to comply with all health, safety and risk management policies and procedures of the Parliament and take all reasonable care that any actions or omissions do not impact on the health and safety of others in the Parliament precinct.
- Employees must observe the Parliament of South Australia Code of Conduct and comply with the Conduct Standards in the Code.

CERTIFIED CORRECT

Catering Manager Title: _____ Date: / /