

Job Title:	Chef		
Department:	Development & Commercial Services	Section:	Government House
Reports to:	Events/Residence Manager		
Grade:	Falkland Islands Government Grade - F	Job Code:	750C01
Overall Purpose of the Role			
To plan, prepare, manage and deliver all catering services at Government House. To be an active member of the Government House Team ensuring the highest standards are maintained throughout the property.			
Key Role Activities			
<ul style="list-style-type: none"> To plan varied menus using seasonal produce, prepare and cook meals for invited guests attending official lunches, dinners, teas and receptions, ensuring that a high professional standard is maintained at all times. To provide full catering services for official guests staying at the Residence as appropriate To purchase or order all food supplies ensuring value for money. To maintain accurate stock control record, to provide accountability and to ensure that events can be properly costed, including bar stocks. To prepare and store all garden produce (including fruits and vegetables) in an acceptable form for long term storage, i.e. dry, fast frozen, vacuum packed, etc. All frozen foods to be properly marked with process date and best use by date. To maintain the high standard of hygiene required to ensure the kitchen meets the standards required for food preparation and service. To support and oversee the daily cleaning duties of housekeeping staff, ensuring the Residency is kept to the highest standards. Reporting to the Residence Manager. <p><i>The job description is not an exclusive or exhaustive definition of your duties. You shall undertake such additional or other duties as may reasonably be required by FIG commensurate with your role and grade.</i></p>			
Additional Information			
The cook/chef is required to work additional hours as required for which toil will be taken, overtime will be paid as necessary. The position will require extra duties to ensure the smooth running and upkeep of Government House			

Person Specification:	Chef		
Criteria	Essential	Desirable	Assessment Method
Knowledge, Skills & Experience			
A sound knowledge of catering, food preparation and hygiene skills	✓		A/I/R
Good organisational skills	✓		A/R
Self-management skills		✓	A/I
Experience of working in teams		✓	A/I/R
Personal Attributes:			
Align with FIGs Core Values – Diverse, Professional, Resilient & Resourceful	✓		A/I/R
Exercise the utmost discretion and confidentiality in the role	✓		I
Reliability and honesty	✓		I/R
Excellent interpersonal skills	✓		I/R
Willingness to work flexible & unsocial hours	✓		A/I
Able to work unsupervised	✓		I/R
Operate effectively within a small team	✓		I/R
Qualifications & Training			
NVQ level 2 / 3 in Food preparation & hygiene	✓		A
Catering qualification	✓		A
Hold a valid driver's licence		✓	A
Note to Applicants: Please ensure that you demonstrate your ability to meet the requirements of the job in your application form by giving clear, concise examples of how you meet each criterion.			

Method of assessment:

A - Application Form

I - Selection Interview

R – Reference

O - Other