



Position vacant

Head Chef

The Law Society of New South Wales is looking to employ Head Chef in its Catering Department on a full time, permanent basis. The role is available from mid-January 2019. This position will be advertised internally and externally, and if any staff member is interested in applying for the position or requires further information, please contact the HR Department no later than 14 December 2018.

Responsibilities

Reporting to the Catering Manager, the Head Chef is responsible for the daily running of the kitchen and the execution of high quality food for the Dining Room and all catered functions and events.

The department is responsible for providing catering services to the President, Councillors, Members of the profession, Committees, Staff, external stakeholders utilising the Society's meeting room facilities for their functions and events, as well as members of the public as part of the Dining Room operation. Event functions extend to outside business hours and the incumbent must be able to work extended hours, including evening and very limited weekend work where necessary.

Key Accountabilities

- Daily preparation of menu items and restaurant service and catering for The Law Society Dining Rooms & function rooms.
- Preparation & presentation of food for functions including canapés & finger food, entrée, main course, dessert dishes, cakes, pastry and petit fours.
- Daily ordering of fresh, dairy, dry goods, meat, seafood and kitchen supplies as required taking into account budget available.
- Stock control of all perishable stored foods in good condition with efficient stock rotation.
- Oversee the preparation and control of ingredients for all sandwich requirements.
- Contribute to menu planning by researching and developing menu options and presenting to the Catering Manager for approval.
- Take responsibility for receiving, checking and maintaining supplies (perishable & non-perishable).
- Preparation of the food prep list for all new menus.
- Oversee kitchen cleanliness to high standards and assist in maintaining HACCP and food safety reporting systems
- Daily liaison with suppliers when ordering and receipt of deliveries.
- Daily Liaison with FOH Waiters.



- Liaison and instruction for agency staff when required (kitchen assistants, chefs and waiters)
- Assist the Catering Manager as required
- Any other duties and services as are customarily provided by a Head Chef in a professional kitchen environment which may arise from time to time to ensure the smooth running of the kitchen on a daily basis.

To secure this position applicants will need to hold a Certificate Level III qualification or higher in Commercial Cookery with relevant work experience, or an equivalent combination of relevant experience and/or education/training. The successful candidate will have a thorough understanding of operating a professional kitchen and demonstrated knowledge coupled with practical skills of being an “all-rounder” chef. The successful candidate will have the ability to develop clear catering plans and timelines within budget and required standards. The ability to work both autonomously and lead and motivate a team is essential as is the ability to work with multiple deadlines and conflicting priorities while remaining calm under pressure.

Applications

The Law Society of New South Wales is committed to building and maintaining a respectful and inclusive workplace, appointing the best person for the role and supporting diversity.

Written applications, including a cover letter and brief resume, must be received by 14 December 2018 and addressed to: recruitment@lawsociety.com.au

All telephone enquiries to Regina Elias in Human Resources on 9926 0381.