

Position vacant

Chef de Partie

The Law Society of New South Wales is looking to employ a Chef de Partie in its Catering Department on a full time permanent basis. 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 Tuesday, 18 December 2018.

Responsibilities

Reporting to the Sous Chef, together and under instruction from the Catering Manager this position is responsible for assisting in 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

- Assist with the daily preparation of menu items, restaurant service and catering for The Law Society Dining Room and function rooms
- Assist with the preparation and presentation of food for functions including canapés, buffets, entrées, mains, dessert dishes, cakes, and petit fours.
- Assist with stock control of all perishable stored foods in good condition with efficient stock rotation.
- Assist in preparation and control of ingredients for all sandwich requirements.
- Contribute to menu planning by researching and developing menu options and presenting to the Head Chef and Catering Manager for approval.
- Assist in maintaining kitchen cleanliness to high standards and assist in maintaining HACCP and food safety reporting systems.
- Assisting to order fresh, dairy, dry goods, meat, seafood and kitchen supplies as required.
- Daily liaison with suppliers when ordering and thorough checking of receipt of deliveries.
- Daily liaison with FOH waiters.
- Liaison and instruction for agency staff when required (kitchen assistants and chefs) and assisting agency waiters where required.
- Deputise for Head Chef as required in the kitchen.
- Assist the Catering Manager as required



- Any other duties and services as are customarily provided by a Chef de Partie 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 qualification 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 ability to work both autonomously and part of 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 Tuesday, 18 December 2018 and addressed to: recruitment@lawsociety.com.au