**Job Vacancy**

**Chef**

The Australian High Commissioner is seeking a highly motivated person to fill the position of Chef at his official Residence.

**Skills required:**

* At least 3 to 5 years of experience as a Chef.
* The successful candidate will have an ability to work well as part of a small team and good interpersonal and communication skills in English and Bahasa Malaysia.
* The Chef will be required to anticipate requirements and be a self-starter who can work with limited supervision.
* Ability to be innovative and keep informed on the latest trends in food, nutrition and techniques.
* Thorough working knowledge of safe food handling practices.
* Formal qualifications desirable.

**KEY TASKS**

##### Representational/Official Functions

* Management of representational luncheons, formal dinners, cocktail parties and other functions held at the Residence.
* All menu/food preparation and serving, for meals and other functions of up to 35-40 guests.
* Supervising and directing hired catering and waiting staff and/or Residence staff serving for official functions.

**Residence General Duties and Cleaning**

* Preparation of meals for employer, resident family and visiting house guests.
* Cleaning kitchen and crockery pantry.
* Keeping all refrigerators and cupboards clean and orderly.
* Washing dishes and general kitchen clean-up including cleaning kitchen windows inside and out.

##### Supplies and Accounts

* Completing all grocery and Residence supply shopping.
* Settlement of payables and maintenance of balanced accounts.
* Maintaining all food and beverage supplies and groceries.
* Inventory supervision, upkeep and replacement as required, duty shared with Housekeeper. Covers not only furniture, fittings and equipment but official alcohol stocks as well.

**Working Hours**

* Monday to Friday, 40 hours per week.
* After-hours work with representational functions as needed, including occasionally on weekends and weekday evenings. Where after hours work required, time-off-in-lieu will be offered.

**Remuneration package includes:**

* Salary will be RM3780.00 per month.
* Comprehensive medical health insurance and accident insurance
* Uniforms & Accommodation
* Annual & Medical leave entitlements

**Interested applicants must submit a CV and include a statement addressing their skills and experience. Applications should also include the name, address, email and phone numbers of two referees who may be contacted for further information.**

**Your completed application package must be emailed by 5:00pm, 14 November 2021 (Kuala Lumpur time) to** ahcklrecruit@dfat.gov.au

**Late or incomplete applications will not be taken into consideration.**

**We thank all applicants for their interest; however only those selected for an interview will be contacted.**