



British Consulate-General Hong Kong

The British Consulate-General invites applications for the Part Time Residence Chef (A2) position, initially on a 1 year Fixed-Term Contract.

The Consul General's official Residence is a prestigious property which provides a key platform for promoting UK interests in Hong Kong by hosting lunches, dinners and drinks/canapé events.

The residence Chef will be responsible for producing good quality western cooking with the help of two domestic staff. The Chef will need to put together suggested menus for events and for developing the domestic team by teaching them cooking and presentation techniques. The Chef will be managed by the Residence Manager, and will take day-to-day responsibility for the domestic team. Efficient and cost effective sourcing of quality cooking ingredients, and the ability to draw up a budget for menus, is important in this role.

Main Duties and Responsibilities

- Managing all aspects of food sourcing and preparation for official events at the Residence.
- Meal planning, presentation and management, from small functions to larger events.
- Preparing menus and, working with the residence manager, keeping good records of the costs of catering each event.
- Responsible for setting and adhering to a food budget - recording and reporting costs to the residence manager.
- Leading, motivating and developing domestic residence staff in food preparation and presentation.
- Preparing own and staff rosters, coordinating staff leave and hiring additional serving staff when required for some functions.
- Ensuring good standards of kitchen hygiene and food preparation are maintained.
- Working with the residence manager and liaising with the Consul General's Executive Assistant in arrangements for events.
- Maintaining food and drink stock levels, undertaking regular stock takes.

Person Specification

- Confident in and passionate about preparation of western style cooking
- Relevant chef training and/or working experience in an international standard hotel, diplomatic residence or equivalent is desirable.
- Experience in managing kitchen staff, purchasing food ingredients and budgeting for menus is desirable.
- Ability to work under own initiative with minimal supervision, and at times under pressure.
- Strong communication and interpersonal skills.
- Experience in budgeting money to buy ingredients and keeping good records of purchases.
- Reasonable written and spoken English.
- Flexibility to work according to entertainment needs to cover lunches, dinners and other evening events - but generally Monday-Friday and not on public holidays.
- Ability to work effectively as part of a small team.

Key Competences

- Changing & Improving
- Managing a Quality Service
- Delivering Value for Money
- Collaborating & Partnering
- Leading & Communicating
- Making Effective Decisions

This is a part time position and the successful candidate will be working **24 hours a week**, from Monday to Friday. Working hours will be flexible, depending on catering needs.

The British Consulate-General offers a competitive remuneration package including salary, annual leave entitlement of 11 days plus observance of 14 public holidays, BUPA coverage and MPF with additional employer voluntary contribution, and opportunities for learning and development.

Suitably qualified candidates should send their detailed CV and the completed Job Application Form, which can be downloaded from <https://www.gov.uk/government/world/organisations/british-consulate-general-hong-kong/about/recruitment> to: hongkong.recruitment@fco.gov.uk.

REFERENCE: Residence Chef – A2 (L)

All applications must be received on or before **29 September 2015**. Late Applications will not be acknowledged and only those applicants invited for interview will be contacted. The successful applicant is expected to start as soon as possible.

The British Consulate-General is an equal opportunities employer. Our officers are recruited on merit through fair and open competition. We seek our strength through diversity and appoint suitably qualified individuals regardless of ethnicity, religion, sexual orientation, gender, social background age or disability.

Personal data collected will be treated in strictest confidence in terms of UK Data Protection Act and used for recruitment purpose only.