

**APPLICANT INFORMATION PACK**  
**AUSTRALIAN EMBASSY MANILA**  
**HEAD OF MISSION DOMESTIC (HOMDOM) STAFF**

**HOMDOM CHEF**

This applicant information pack provides you with the information needed to apply for a job with us. It also contains helpful resources and hints on our recruitment process. The following steps aim to assist applicants in preparing their documents and written applications.

**Step 1. Read Job Description and Qualifications/Experience**

**1. MANAGEMENT AND PROVISION OF MEALS**

- Plan, manage, and deliver creative and well-executed menus that showcase Australian products for formal and informal functions hosted by the HOM and family members at the residence and other venues.
- Prepare high quality meals for the HOM and family members and guests at the residence in accordance with their preferences and dietary requirements.
- Maintain a clean, hygienic and secure work environment, and practice appropriate health, safety and cleanliness standards in both storage and preparation of food. This includes maintaining kitchen equipment in good condition.
- Manage the residence overall kitchen operations, ensuring the HOM and family members and other HOMDOM staff are consulted on all aspects of functions held at the residence, or other venues when required.

**2. PROCUREMENT OF CONSUMABLES AND STORAGE DUTIES**

- Manage the procurement of food supplies from the market/supermarket including expenditure and stock management for the residence, in consultation with the HOM and family members and other HOMDOM staff.
- Ensure that food supplies are regularly replenished, checked for expiration/freshness and stored appropriately in accordance with appropriate standards.
- Manage quantities in line with likely consumption to minimise wastage.

**3. HOUSEHOLD SERVICE DUTIES**

- Undertake household service duties such as the aesthetic arrangement of meals, cutlery, and decorations, when directed.
- Provide additional wait services, as required.
- Work with other HOMDOM staff at the residence to ensure all tasks are completed.
- Be prepared to work on weekends and in the evening when required. Undertake other duties, as directed.

### **Qualifications/Experience:**

- Educational qualification or training in culinary arts is desirable.
- Experience in a commercial cooking operation or in a similar position, including planning, organising and preparing well executed menus in formal and informal functions is desirable.
- Experience in the preparation of a variety of Western and Asian cuisines would be a distinct advantage.

### **Step 2. Write the Application Letter**

Your application letter is the first contact we will have with you. Your letter should demonstrate and summarise your experience, qualities and skills. It should not exceed one page and should include a brief background summary, your current position, previous positions (working backwards), academic qualifications, languages, and other relevant information.

Do not forget to include your contact details, so we can call you if you are shortlisted for interview.

To summarize everything, your application letter should contain the following:

- Full name
- Contact details
- Job vacancy you are applying for
- Summary of qualifications – actual experience, qualities, and skills
- Current employment and previous work experience
- Academic qualification

### **Step 3. Answer claims against the selection criteria**

Selection criteria are statements that describe the qualifications, knowledge, skills, abilities and experience required in a job. In responding to the selection criteria, you should describe how your experience and skills meet the requirements of the job. You should also provide examples.

Your responses to each of the selection criteria are the most important part of your application as they will be used along with your resume by the selection panel to shortlist applicants. Conciseness is important; claims against the selection criteria must not exceed three (3) pages.

#### **Selection Criteria:**

1. High level of creativity and a passion for food
2. Ability to plan, organise and prepare well executed menus in formal and informal functions
3. Ability to prepare a variety of Western and Asian cuisines
4. Skills in proper serving techniques for food and beverage including table setting

5. Ability to maintain occupational health, safety, and hygienic standards in storage, kitchen and representational areas
6. Exemplary conduct, integrity and respect for fellow staff, guests and the household
7. Ability to work in a small team under pressure and other duties as directed
8. Good English verbal communication skills

**Step 4. Build resume/curriculum vitae**

When you apply for a job, the employer will want to see your resume. Your resume (or Curriculum Vitae (CV)) outlines your skills, experience and accomplishments relevant to the job.

You should update your resume regularly, especially when you finish a job or complete a course. It should also be updated for each job you apply for.

**What to include in your resume?**

Your resume should include your name and contact details, education, employment history and your referees' contact details. You can also include a statement of your career objective, computer skills, professional affiliations and other relevant skills. You could also include information about your hobbies and interests however this is not essential.

Key information that should be included:

|                      |   |
|----------------------|---|
| • Contact details    | • Education and training qualifications |
| • Career objective   | • Demonstrated skills                   |
| • Employment history | • Special achievements                  |

We do not require personal details such as date of birth, marital status, height, weight, religion and gender.

**Step 5. Provide referees**

We require the contact details of two referees as part of our recruitment process. Referees may be used by the selection panel to validate the claims you have made in your application and interview. Your referees may include the following:

- Previous employer/immediate supervisor (preferably your most recent employer/supervisor)
- Professor
- Colleagues in your previous work
- Schoolmates
- Former subordinates

When choosing referees, ensure they know you well and can be contacted easily. Contact your referees to let them know you've put their names down and to get their agreement to be named as a referee. You may also want to talk to your referee about the job you are applying for, the skills required and how you match the job's requirements.

**Note:** Only applicants who have been selected for interview may have their referees contacted.

| <b>Referee details for be included:</b>                                     | <b>Referee 1</b> | <b>Referee 2</b> |
|---|------------------|------------------|
| Name  |                  |                  |
| Position  |                  |                  |
| Contact details (Phone no and Email Address)                                |                  |                  |
| Relationship to applicant (e.g. immediate supervisor, work colleagues, etc) |                  |                  |
| Period known:   |                  |                  |

### **Step 6. Lodging the application**

Once you have completed your application you should email the following to us by the **closing date – Tuesday 16 February 2016:**

- Letter of application
- Statement of Claims against the selection criteria
- Resume/Curriculum Vitae
- Referees (2 people)

Completed applications should be submitted via email to [manila.recruitment@dfat.gov.au](mailto:manila.recruitment@dfat.gov.au). Attached documents must not exceed 5.0 MB and the subject line of your email should include: position applied for, applicant's family name, first name and date (e.g. CHEF – Juan Dela Cruz, 16 February 2016).

Alternatively, your completed application can also be sent to us by mail or courier to the address below. You should note however, the completed application must be received by the Embassy on or before the closing date and late applications will not be accepted. **We take no responsibility for any mail or courier service delays in delivering completed applications to the Embassy.**

DFAT HR Section, Australian Embassy  
 Level 23/Tower 2 RCBC Plaza  
 6819 Ayala Avenue  
 Makati City 1200, Philippines