



**PARLIAMENTARY SERVICE  
JOB DESCRIPTION**

**1. IDENTIFICATION**

	POSITION NUMBER: <b>CAT 050</b>
DEPARTMENT: <b>Parliamentary Service</b>	DESIGNATION/CLASSIFICATION: <b>Pastry &amp; Baker, NP05</b>
DIVISION: <b>Corporate and Support Service</b>	LOCAL DESIGNATION: <b>Pastry &amp; Baker</b>
BRANCH: <b>Parliamentary Catering Service</b>	REPORTING TO: <b>Chef De Parties - Catering Service</b>
LOCATION: <b>Parliament House, Waigani, NCD</b>	INCUMBENT:

**HISTORY OF POSITION**

NP FILE NO.	DATE OF VARIATION	DETAILS
ORG: 1 - 14	30/10/14	Reno, Redes, Reclass, Revised Duties
ORG: 2 - 18	24/09/18	Reclass / JD Revised

**2. Purpose**

This position reports to the chef de parties for pastry and bakery preparation task and works with assistant cooks for efficiently delivery of food to service outlets. Takes responsibilities in pastry and baking preparation for food outlets

**3. DIMENSION:**

**Budget:** NA  
**Staff:** NA  
**Others:** NA

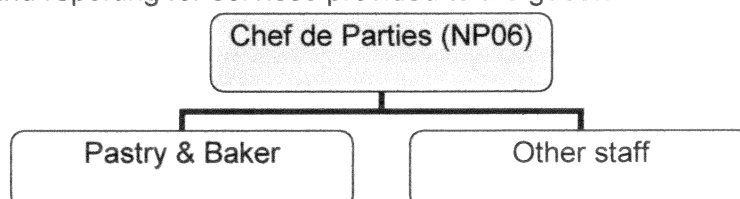
**4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)**

- Accountable for all food stock for his/her section
- Accountable for food storage and hygiene
- Perform any other duties that is required by supervisor
- Provide monthly report on the pastry and baking sales to the administration.

**5. NATURE AND SCOPE:**

**5.1 Reporting Relationship**

This is one of the positions that reports to Chef De Pasties and the Head Chef to ensure accountability and reporting for services provided to the guests.



## **5.2 Internal:**

- The Pastry and Baker works with the Chef de Parte and assistant cooks to execute food production in the kitchen.
- Provides food preparation and task for outlets
- Liaise with chef de partie for daily food preparation task

## **5.3 External:**

- NA

## **5.4 Work Environment**

- The Pastry and Baker assists the Chef de Parte in food preparation and delivery to food outlets
- The Pastry and Baker works with the Chef de Parte around with kitchen and catering service staffs

## **5.5 Constraints Framework and Boundaries**

### **Rules/Procedures etc:**

- Understand basic hospitality rules, and manners
- Understand Parliamentary Services Act

### **Decisions:**

- NA

### **Recommendations:**

- NA

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28/03/19

## **5.6 Challenges**

- The Pastry & Baker assists the Chef de Parte to maintain preparation of food production in the kitchen for designated outlets
- Serve with dignity and fairness.
- Meet deadlines for matters relating to the preparation and delivery of meals in the kitchen.

# **6 QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS**

## **6.1 Qualification**

- Grade 10 with a Hotel and Catering trade certificate and must have a Diploma in Tourism and Hospitality.

## **6.2 Experience**

- The incumbent must have at least 3-5 years of related experience in the organizations

## **6.3 Knowledge**

Must have a thorough knowledge of:

- basic kitchen food handling experiences
- Purchasing and book keeping knowledge
- basic Occupational Health and Safety rules
- Strong customer relationship.

#### 6.4 Skills

- Strong communication and interpersonal skills
- Language skills
- Excellent reasoning skills
- Team working skills

#### 7. STATEMENT BY THE EMPLOYER AND EMPLOYEE

I make this solemn declaration by virtue of the Oaths, Affirmation and Statutory Declaration Act 1962, conscientious believing the statement contain therein to be true in every particular.

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Signature  
Employer (or its delegate)

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Date

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Signature  
Employee

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Date

*John*  
28/03/19