

THE PRESIDENCY

The Presidency is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability). The candidature of persons whose transfer/appointment will promote representivity will receive preference. Candidates with disabilities are encouraged to apply.

- APPLICATIONS** : The Presidency, Private Bag X1000, Pretoria, 0001 or Hand deliver at Government Avenue, Union Buildings
- FOR ATTENTION** : Ms Kefilwe Maubane
- CLOSING DATE** : 20 July 2018
- NOTE** : Applications must be submitted on form Z83 and should be accompanied by certified copies of qualifications, ID as well as a comprehensive CV in order to be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short-listed candidates for SMS post will be required to undergo competency-based assessment and they will also be required to enter into a performance agreement and sign a financial disclosure annually. Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. Shortlisted candidates will be subjected to a pre-employment screening and a Top Secret security vetting to determine the suitability of a person for employment. Failure to submit the requested documents will result in your application not being considered.

OTHER POST

- POST 27/54** : **CATERING MANAGER**
Directorate: Accommodation & Households
- SALARY** : R356 289 per annum (Level 09)
- CENTRE** : Pretoria
- REQUIREMENTS** : A senior Certificate plus an appropriate Bachelor's degree/ National Diploma or equivalent qualification on NQF level 6 in Catering Management or related field in Culinary Studies. Minimum of three (3) years' relevant experience working in a Hotel, boutique Guest House, Game Reserve or Up Market Restaurant environment. Must be a good communicator (both oral and writing), client orientated, and customer focused, honest, have integrity and be innovative and creative. Must be willing to work extended hours when necessary and working under pressure. Should be able to execute healthy, delicious and beautifully presented meals, in very short notice. Should have knowledge of Health and Safety within the Hospitality Industry. Candidate should be up to date with the latest food trends and be able to execute these menus. Should be able to teach, develop and inspire sub ordinates. Develop a focus on food and excellent service.
- DUTIES** : The successful candidate will be responsible for the co-ordination and execution of cooking and catering for functions i.e. Banquets, formal events. Responsible for all catering needs of the residence. Liaise with Household Manager, discuss menus and special arrangements and do planning of daily catering requirements at the residence with regard to functions and meetings of the Principals. Determine how food should be presented and create decorative food displays. Collaborate with staff to plan and develop recipes and menus, taking into account such factors as seasonal availability of ingredients and likely number of guests. Attend to Principals and guests personal preferences, dietary restrictions and requirements. Setting the standard for preparation of food and beverages and ensure that the general objectives of the household are achieved. Demonstrate new cooking techniques and equipment to staff. Managing and co-ordinating the preparation and service of food, beverages, setting up of tables and room or venue in accordance with standards and specifications (menu, type of function and preferences of the Principal). Contribute in overall event planning. Obtain guest lists and make logistical arrangements. Coordinate and monitor time lines and ensure deadlines are met. Establish, implement and maintain an acceptable catering standard and ensure a healthy environment. Conduct routine environment

analysis and spot checks. Practice self-hygiene to the highest standard. Ensure that all security regulations are followed and adhered to. Liaise, report and follow up all maintenance requests to the Department of Public Works relating to catering equipment and in Catering area. Responsible for supervision of subordinates, delegation of duties. Co coordinating administration duties in respect of the Catering section, ensuring the unit adheres to Human Resources/Financial/Procurement policies and procedures. Co coordinating planning, budgeting and purchasing of all items and ingredients needed for daily operation in the unit. Responsible to compile monthly catering expenditure reports. Assisting with managing of Household petty cash and accounting. Manage stores and track inventory and order new supplies when necessary. Supervise the Household catering personnel.

ENQUIRIES

: Mr J Human, Tel No: (012) 342 4000