



**COMPETITION NOTICE**

The Embassy of Canada in Washington, D.C. is seeking to hire a Sous Chef.

**Position title:** Sous Chef

**Section:** Events Production Team

**Location:** Embassy of Canada, Washington, D.C.

**Position no:** EXT-TBD

**Level:** GS-03

**Starting salary:** \$22.06/hour USD plus benefits

**Competition no:** 2952

**Date posted:** 01/07/2019

**Closing date:** 01/21/2019 6:00 PM EST.

**Employment Tenure:** Term

There is one term position to be filled: it has a specified period of employment of two years with the possibility of a term extension or change in status to indeterminate as required by operational needs. This selection process may be used to create an eligibility list of qualified candidates for this position and similar positions with various tenures, including indeterminate, term and acting opportunities at the Embassy of Canada in Washington. When you submit your application, you must specify all types of employment tenures for which you wish to be considered, e.g., indeterminate, term and/or acting.

**CANDIDATES CAN ONLY APPLY VIA THE LINK BELOW:**

[www.wfca-tpce.com/vacancyView.php?requirementId=2952&source=PO](http://www.wfca-tpce.com/vacancyView.php?requirementId=2952&source=PO)

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**Open to:**

- Persons residing in the United States. Relocation will not be paid in any circumstance.
- Employees of the Embassy of Canada in Washington, DC.
- Employees of any Canadian Mission in the United States. Relocation will not be paid in any circumstance.
- Spouses and dependents of Canada-based staff (CBS) at the Embassy of Canada.

**All applicants must:**

- Have independent work authorization in the United States and status in accordance with United States protocol directives for foreign missions.
- Reside in the United States.
- Meet all of the Essential Requirements stated below.
- Submit a resume and a cover letter by the closing date. The covering letter must:
  - Demonstrate how you meet the essential requirements under language, education and experience;
  - Confirm residency in the United States;
  - Confirm independent work authorization in the United States (US Citizen, LPR, A-1 or A-2 visa as required by the Department of State for employment in a foreign mission)

**Note:** Failure to provide any of the information required above will result in your application being rejected. All communication relating to this process, including email correspondence may be used in the assessment of qualifications.

### **Summary of duties:**

Under the direction of the Head of the Events Production Team, the incumbent is responsible for preparing all culinary aspects of Canada's mission representation abroad including assisting with identifying appropriate Canadian and local cuisine and assembling such cuisine for official and unofficial hospitality events both at the Official Residence and in the executive dining facilities on the sixth floor of the Chancery; (including formal and informal breakfasts, luncheons, dinners, cocktails, receptions, staff events and others as requested).

The incumbent is often required to work independently. Flexibility and adaptability are integral to the role as event schedules and requirements can change with short notice.

### **Condition of employment (must be met):**

- Eligibility for a Government of Canada Reliability Status which includes a criminal and credit background check; and
- Independent work authorization in the United States and status in accordance with U.S. protocol directives for foreign missions. (US Citizen, LPR, A-1 or A-2 visa as required by the Department of State for employment in a foreign mission)
- Work overtime on short notice and be available for occasional duties outside of normal working hours, i.e., evenings, weekends, and some overnight travel.
- Available to start immediately.

## **Essential requirements:**

Candidates must demonstrate clearly how they meet the Education and Experience requirements listed below:

### **Language:**

English (The ability to work in French would be an asset.)

### **Education:**

Culinary School Certification from an accredited facility.

### **Experience:**

- Experience as a cook/chef for at least 3 years in a professional environment including for official functions.
- Experience developing and reconciling event budgets.

## **Rated requirements:**

Candidates who meet the Education and Experience requirements will be assessed on the following qualifications. The assessment may be a written test, an interview, an in-basket exercise, a skills test, or any combination of these methods.

### **Knowledge:**

- Knowledge of professional food handling and safety practices.
- Knowledge of budget preparation and reconciliation.
- Knowledge of Canadian ingredients.

### **Abilities:**

- Ability to develop menus highlighting Canada through ingredients, food and wine.
- Ability to work as part of a team and build and nurture networks and alliances.
- Ability to manage daily activities in a food services operation including special events.
- Ability to communicate effectively orally and in writing.
- Ability to create, manage and reconcile budgets for multiple events.
- Ability to manage and maintain an inventory.

## Personal Suitability:

- Sound judgement
- Good interpersonal skills
- Initiative
- Detail oriented
- Discretion
- Adaptability and flexibility

## Asset Qualifications:

- Food handler safety training an asset.
- Supervisory skills are an asset.
- Knowledge of baking and pastries an asset.
- Ability to read, write and speak French.

## Selection procedure:

The staffing process will consist of a review of all applications to ensure that applicants meet the essential requirements. **Failure to meet any of the essential requirements eliminates candidates from further consideration in the competition.** Only those applicants who meet these will be contacted by the Human Resources Section for an interview or other form of assessment of the Rated Requirements.

The assessment may include an interview, a written test and other tests that will consist of a series of questions designed to evaluate each applicant's knowledge, abilities and personal suitability for the position.

The Embassy offers a competitive salary, generous leave and a strong benefits package to include medical, dental, long term and short term disability, and a retirement savings plan to name a few.

The Embassy is committed to conducting inclusive, barrier-free selection processes.

## Method of application:

Apply online at <http://www.wfca-tpce.com/vacancyView.php?requirementId=2952&source=PO>

## Hours of work:

Normal hours of work for this position are in accordance with the Terms and Conditions of Employment for Locally Engaged Staff (LES) in the United States of 40 hours per week. The incumbent must be able

to work overtime on short notice and be available for occasional duties outside of normal working hours, i.e., evenings, weekends, and some overnight travel.