



Australian Government

Department of Sustainability, Environment, Water, Population and Communities
Australian Antarctic Division

AERODROME CAMP SUPPORT OFFICER – Wilkins Aerodrome

Overview

As an Aerodrome Camp Support Officer you will be responsible for cooking and catering, food and kitchen/ablution hygiene, maintaining accurate records of all foodstuffs and consumables, stock control and assisting with the re-ordering of foodstuffs and consumables for Wilkins Aerodrome camp, in conjunction with Casey Station Chefs and the Kingston-based Chef Advisor.

This role will require you to undertake a range of duties to maintain essential services at Wilkins Aerodrome, along with your catering and cleaning responsibilities. Some of the aviation duties include cargo /baggage handling, weather reporting, passenger liaison and first aid.

On some occasions the ACSO may undertake catering duties at Casey Station.

Operating hours at the Wilkins Aerodrome site may be disrupted by the weather and highly flexible working arrangements are required. The Wilkins site is generally significantly colder than at Casey Station and living and working conditions are significantly more austere.

The Wilkins site is remote, some three hours by vehicle from Casey Station. You will be a member of a small team (8-12 people) who live at this site through the summer period for up to six months. Living in this environment requires all team members to complete a wide range of additional duties that are essential to maintaining the Wilkins accommodation and facilities. Changeable weather conditions at the site make it difficult for a daily routine to become established. Generally, there are periods of blizzards (high winds), when little of normal aerodrome operations can be undertaken, punctuated with windows of fine weather when most productive work is undertaken. During periods of fine weather, long work days can be expected (up to 12 hours). Night shifts may also be implemented during the operational flying season.

What will you actually do on the job?

Typical duties include:

- Providing a nutritious and varied diet/meals for up to 20 staff at the Aerodrome camp;
- Satisfying varied dietary requirements, vegetarian,vegan and common food intolerances;
- Maintaining the kitchen and utensils in a safe, operational and hygienic condition;
- Managing food and consumable stocks, ensuring suitable storage;
- Preparing monthly and end of season reports;
- Cleaning/basic servicing of camp facilities includes snow melters, ablutions, passenger lounge, communal areas, etc.
- Removing snow accumulations from around the camp;
- Assisting with runway operations (after receiving relevant training) by performing additional roles such as emergency response team member, aircraft ground handler, baggage cargo handling and runway marking;
- Driving over-snow vehicles between the camp and Casey Station to conduct resupply activities;
- Assisting with regular communications, local and station schedules;

Maintaining a personal and practical commitment to AAD WH&S and Environmental Policies. The safety and environmental roles and responsibilities relevant to your position will be communicated to you prior to deployment to Antarctica.

As well as these specific job roles you will also be required to, in common with all other expeditioners, perform duties outside those listed to support the community life of the expedition, such as general kitchen duties, garbage clearance, water duties etc. This may occur both at the Wilkins site and on Station.

As this role will require you to be involved in a Safety Sensitive Aviation Activities, a condition of employment is that you will be required to participate in drug and alcohol screening of urine and/or saliva samples.

Required Skills, Knowledge and Attributes

You will demonstrate capability in the following:

- Field or camp catering.
- Catering for a range of dietary requirements; vegetarian/vegan/Coeliac.
- Bakery/pastry skills.
- Seafood.
- Buffet/banquet/special function/larder.
- Bain marie service.
- Ethnic/regional/theme cooking.
- Cakes/sweets.

- Basic nutrition and dietary understanding.
- Stock control, computer (spreadsheet) experience.
- Menu compilation.
- Supervision of skilled, semi-skilled and unskilled personnel in a kitchen environment.
- Promotion of a convivial social and working environment.
- Living in isolated communities under austere conditions, including the possession of a range of relevant field skills required to live and work in the remote Antarctic (Field or camp related experience or other skills of use in an isolated Antarctic community would be an advantage).
- Maintaining essential camp services and supplies.
- Ability to assimilate training and apply new skills/knowledge on the work site.

Qualifications

- Previous experience working as a chef or cook in a commercial kitchen, with a minimum qualification of Certificate III in commercial cookery.
- You will hold a current "C" class (manual) Australian driver's license.
- You will have a current statement of attainment in the following units of first aid - Apply First Aid (HLTFA301B) and Perform CPR (HLTCPR201A).

Personal Qualities Requirements

As a member of a small community there are also personal attribute requirements which the Australian Antarctic Division assesses very closely. You will need to meet the personal qualities criteria listed below.

To be successful you will:

- demonstrate a strong work ethic.
- demonstrate that you can make a positive contribution to the community and team.
- demonstrate that you respond to authority and are compliant with the law, legislative requirements and AAD policies and procedures.
- demonstrate a commitment to Australian Antarctic program specific requirements.

Due to the working conditions at Wilkins there will be special emphasis on you having:

- a practical nature and a demonstrated ability to assimilate formal and on site training, and
- a high degree of tolerance for your work and living environment and well developed stress coping mechanisms.

Medical, Psychological and Security Screening

If you are assessed as meeting the above job related and personal quality requirements, you will be required to undergo medical, psychological and security screening. Meeting and maintaining suitability in relation to these requirements is mandatory.

- The AAD's Polar Medicine Unit will decide on your medical fitness for duty in Antarctica following tests conducted on our behalf by a nominated medical practitioner. This will include comprehensive drug screening for compliance to undertake Safety Sensitive Aviation Activities (SSAA).
- Psychological assessments are conducted on our behalf by a nominated professional provider.
- A security check in the form of a police records check.