



CAREER OPPORTUNITY

Banquet Culinary Chef (Governor's Mansion)

OUR MISSION... To provide a clean, comfortable, and safe environment on Capitol Hill.

The Georgia Building Authority (GBA) is responsible for all services associated with the management of 36 buildings and various facilities located in the Capitol Hill Complex in Atlanta, Georgia, including the Georgia State Capitol building and the Governor's Mansion in northeast Atlanta. GBA provides maintenance, renovations, housekeeping, landscaping, food service, event catering, recycling, parking, and building access services to state employees housed in GBA-managed facilities.

Job Information

Job Type: Full Time

Number of Vacancies: 1

Unit: Governor's Mansion

Hiring Range: \$53,000.00 - \$65,000.00

Starting salary commensurate with experience

Location: Governor's Mansion

(West Paces Ferry Road, Atlanta, GA)

Opens: July 28, 2016

Closes: August 10, 2016

(Must be received by 5 p.m.)

To obtain the detailed job description or applicants who require accommodations for the application process should contact

404-463-5664 or e-mail

hr-email@spo.ga.gov

GBA will attempt to meet reasonable accommodation requests whenever possible.

INTERESTED? Here's What You Need:

Email **resume** in Microsoft Word/PDF format to hr-email@spo.ga.gov

To ensure proper routing/handling of your credentials, copy/paste or type the following in the subject line of your email:

[Banquet Culinary Chef](#)



Website: www.gba.ga.gov

Position Overview

Duties: Performs and/or directs the preparation, cooking, serving and distribution of food at the Governor's Mansion. Makes food supply requisition, conducts facility and equipment sanitation and maintenance inspections. Assists with and/or coordinates any special event needs and/or requests from the First Family, as directed. Supervises and plans work of assigned staff. May maintain 24 hour on-call availability.

Minimum Qualifications (Agency Specific): High school diploma or GED AND Five (5) years of experience in the management of a food service operation, including responsibility for supervision, inventory distribution and control, cost management, food preparation, and sanitation OR Two (2) years of experience at the lower level Sr. Mgr. Food Svcs or position equivalent. Must have a valid Georgia Driver's License and meet the agency's requirements to be an authorized driver.

Preferred Qualifications (Agency Specific): Preference will be given to applicants who in addition to meeting the minimum qualifications possess the following:

- Diploma from a culinary arts school or institute with specialization in culinary management.

Competencies: Knowledge of safe food handling processes; considerable knowledge of practices and procedures in a food service operation; considerable ability in managing a number of workers engaged in diversified tasks related to a food service section; working knowledge of food cost and labor cost controls; experience with dealing with the public and following oral/written instructions; ability to organize workload efficiently in order to accommodate last minute schedule changes; experience performing all major functions in a food service operation. Ability to lift, push, pull and carry heavy items. Prolonged sitting, standing and walking is required.

If applying for a position that requires a degree, an official college transcript must be furnished. Only educational credentials from an accredited institution will be considered. GBA will select the most qualified applicants for an interview; only those selected for interviews will be updated on position status.

The selected applicant must furnish the required documentation authorizing work in the United States as well as pass a criminal background investigation and drug screening.

Due to a large volume of resumes received by this office, we are unable to provide information on your resume status over the telephone. No notifications will be sent to applicants except to those who are selected for interviews.

