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**JOB DESCRIPTION**

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**POSITION TITLE: Head Chef**

##### BUSINESS UNIT: Southern Discoveries

**LOCATION: MILFORD SOUND**

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**Position Objectives:**

Manage the day to day operation of the café kitchen with particular emphasis on:

* Production and service of food.
* Establishing and following standard recipes.
* Portion and quality control.
* Responsible for kitchen hygiene and stock control.
* Managing and supervising the adherence to the safe food program of the café kitchen
* Supervising, mentoring and training of all staff working in the kitchen

**Position Mission:**

To manage, develop and improve the safe production of food for the café, so to maximise the profitability and quality of the business unit.

**Key relationships:**

**Internal**

* Café supervisor – close working relationship and assistance when required
* F&B coordinator and stores person
* Vessel Chefs – good working relationship

**External**

* Customers – serve in a friendly, efficient manner.
* Suppliers – Liaise in a manner that reflects well on Southern discoveries

**Reporting Responsibility:**

This position reports to the Café manager

**Staff Reporting to this Position**

Chefs, kitchen hands and all staff working in the kitchen

**Position Profile**

The position is best suited to a person with a desire to live and work in Milford Sound, accepting the remoteness of the business, and the climatic and environmental factors, which occur in Fiordland.

**Key Duties and Outcomes:**

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| Key Duties  | Outcomes  |
| **Healthy and Safety** | * Under the Health and Safety at Work Act (HSWA) 2015, all staff must take responsibility for Health & Safety, and ensure wherever practicable and reasonable that they, or others, are not harmed by something they do, fail to do, or do incorrectly.
* Promptly report any accident, incident or near miss that occurs in the workplace using the appropriate procedure.
* Maintain a safe working environment by monitoring safety procedures and equipment.
* Ensure that staff are trained in Health & Safety matters, including effective use of equipment/chemicals in accordance with manufacturers’ instructions.
* Ensure that staff are trained in procedures in the event of emergencies such as fire, earthquake, in line with company policy and legislation.
* Be proactive in ensuring all operating procedures are adhered to including identifying and acting upon any new hazards or risks.
* Suggest improvements and encourage staff participation in Health & Safety.
* Lead (or co/lead with other managers) departmental Health & Safety meetings.
* Assist passengers in case of emergency, and be observant of guests to ensure general safety.
* Liaise with the Health & Safety Manager regarding issues that need to be addressed to ensure appropriate action is taken in a timely and quality fashion.
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| **Food delivery** | * Produces all food in the café to the highest standard
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| **Food preparation** | * Prepare food in accordance with recipe and presentation standards.
* Ensure only quality product is used efficiently and safely
* Responsible to ensure that production meets demand and make changes accordingly to maximise quality and profitability
* Ensuring that wastage is kept to a minimum
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| **Safe Food Program**  | * Responsible that the Safe Food Program is followed by all kitchen staff
* Train and supervise staff as required.
* Temperature control sheets are written up daily.
* Cleaning schedule is followed daily
* Any changes to production, product, recipe are reflected in the Safe Food Program
* Works closely with the manger with the verification process
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| **Ordering and Stores** | * Works closely with the manger and F&B coordinator to ensure sufficient stock is available to maximise revenue and profitability
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| **Stock rotation** | * Responsible that all staff in the kitchen follows proper stock rotation processes and procedures
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| **Continues Improvement process**  | * Responsible to develop, coordinate and improve the culinary products and operational efficiency of the Café Kitchen under the direction of the Café manager
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| **Staff Management**  | * Establish and maintain a positive work environment with good constructive feedback, mentoring and training.
* Ensuring staff is well trained in all aspects of production and food safety
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| **Additional Duties**  | * From time to time assist in other Southern Discoveries kitchen operations
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**Qualifications and Experience:**

**Essential**

* Formal culinary qualifications, or equivalent experience.
* Good communication skills.
* Managing people from a variety of backgrounds
* Ability to work both under direction and without supervision.
* Ability to work as a team member.

#### Desirable

* Previous supervisory experience.
* Food handling/hygiene certificate.
* Current First Aid Certificate.
* NZ class 1 driver’s license.

**I have read and understood this position description (please initial each page as acknowledgement)**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**