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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. |
| **Food delivery** | * Produces all food in the café to the highest standard |
| **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 |
| **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 |
| **Ordering and Stores** | * Works closely with the manger and F&B coordinator to ensure sufficient stock is available to maximise revenue and profitability |
| **Stock rotation** | * Responsible that all staff in the kitchen follows proper stock rotation processes and procedures |
| **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 |
| **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 |
| **Additional Duties** | * From time to time assist in other Southern Discoveries kitchen operations |

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