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| **Position details** |

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| **Position Title:** | Fixed Term Chef de partie |
| **Reports to:** | Head Chef |
| **Department/Location:** | Te Awa winery restaurant |
| **Date:** | Date last updated – 10/18 |

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| **SECTION 1 - Position Summary** |
| To plan and organise the preparation and cooking of food for a designated section of Te Awa restaurant.  To ensure Te Awa restaurant customers are provided with a consistent high quality dining experience. To develop the hospitality sector of Villa Maria’s business and enhance the Villa Maria brand.  |

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| **SECTION 2 - MAJOR ACTIVITIES** |
| **KEY TASKS** | **OBJECTIVES/KEY ACCOUNTABILITIES** |
| **Kitchen Operations** | . * Check the quality of raw and cooked food products to ensure that standards are met.
* Ensure food preparation, quality and presentation is of the highest standard.
* Ensure a high level of hygiene in the kitchen and storage area at all times, including cleanliness of all equipment and dishes.
* Ensure a high standard of personal hygiene, grooming and attire..
* Supervise and coordinate activities of kitchen hands (preparation, cooking, garnishing and presentation).
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| **Stock Management** | * Order or requisition food and other supplies needed to ensure efficient section operation.
* Properly store and check deliveries against delivery dockets.
* Estimate amounts and costs of required section supplies, such as food and ingredients.
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| **Quality and Safety** | * Consider and promote the best interests of Villa Maria in all actions, ensuring a paramount and sustainable focus on quality.
* Follow processes and systems in place to support and encourage safe work practices in all areas. Eliminate, isolate or minimise hazards.
* Make sure contractors or visitors on site are made aware of potential hazards. Adhere to safe working practices whilst at customer or other sites.
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| **General**  | * Any other reasonable and relevant duties as required by Villa Maria from time to time.
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| **SECTION 3 - MAJOR CHALLENGES** |
| Catering for large scale events and seasonal variations in workload.Tough economic conditions affecting corporate and consumer spending on hospitality / dining out could create challenges in meeting revenue expectations.Evening and weekend work often required.  |

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| **ROLE TITLE** | **NATURE OR PURPOSE OF CONTACT** |
| Executive / Head Chef / Sous Chef | Line Manager, direction and support.  |
| Kitchen Team | Day to day direction and support. |
| Restaurant Manager / Maitre’D | Overall restaurant management, customer feedback, issues with service etc. |
| External suppliers |  |

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| **SECTION 6 – TRAINING AND EXPERIENCE REQUIREMENTS** |
| **FORMAL QUALIFICATIONS, TRAINING & EXPERIENCE REQUIREMENTS**  |
| **Essential** | **Desirable** |
| Qualified Chef. | Experience catering for large scale events. |
| Enthusiasm  | Wine industry experience. |
| Some kitchen experience. |  |
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| **PREFERRED PERSONAL ATTRIBUTES OR COMPETENCIES**  |
| Dependability — Job requires being reliable, responsible, and dependable, and fulfilling obligations.  |
| Attention to Detail — Job requires being careful about detail and thorough in completing work tasks.  |
| Cooperation — Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.  |
| Self Control — Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behaviour, even in very difficult situations.  |
| Stress Tolerance — Job requires accepting criticism and dealing calmly and effectively with high stress situations.  |
| Initiative — Job requires a willingness to take on responsibilities and challenges.  |
| Achievement/Effort — Job requires establishing and maintaining personally challenging achievement goals and exerting effort toward mastering tasks.  |
| Integrity — Job requires being honest and ethical.  |
| Persistence — Job requires persistence in the face of obstacles.  |
| Concern for Others — Job requires being sensitive to others' needs and feelings and being understanding and helpful on the job.  |

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| **SECTION 7 – EMPLOYEE SPECIFIC RESPONSIBILITIES**  |
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| **SECTION 8 – COMPANY VALUES & RESPONSIBILITIES** |
| **QUALITY** |
| Villa Maria is proud to be a brand synonymous with quality. It is important that quality is front of mind in all decision making and in every aspect of performance. Quality is intrinsic, extending beyond the finished product, it is an attitude, a commitment and a desire to continually strive to do our best. |
| **INNOVATION** |
| Innovation has been a cornerstone of Villa Maria’s development and success for over 50 years. Innovation captures our commitment to continually challenge and exceed expectations through development of new ideas, design, creative implementation, and the pursuit for excellence. |
| **SUSTAINABILITY** |
| Sustainability is a fundamental objective that extends to Environment, Financial and Social & Community responsibilities. True sustainability is only achievable when cross departmental groups work together to ensure all processes, resources and work outcomes are managed responsibly. |
| **STAFF MANAGEMENT** |
| Staff management is the responsibility to ensure all aspects of employing staff are managed and implemented effectively. Staff Management also extends beyond processes and policies – it is the ability to show leadership, inspire, and encourage staff to realise their full potential.  |
| **FINANCIAL MANAGEMENT** |
| Financial Management extends to all staff, but is especially important to managers and those with budget authority. Managers are expected to know and understand the financial implications of all decisions within their authority and recommendation. |
| **HEALTH & SAFETY MANAGEMENT** |
| Villa Maria is committed to providing staff with a safe work environment that enables people to achieve their best. Health, Safety and Wellness are the non-compromisable foundations on which a culture of performance and success is built. |
| **CULTURE, ATTITUDE AND BEHAVIOUR** |
| Culture is about defining who we are and how we approach our work. Villa Maria encourages staff to be their best through1. Being passionate about what we do,
2. Having integrity in how we do it, and
3. Being open in our communication.

These three traits relate to all staff and contribute to growth through developing leadership, embracing change, showing respect and support for each other and delivering on expectations. |
| **ACHIEVING CONTINUOUS EXCELLENCE** |
| ACE is a programme Villa Maria has embarked on which encompasses lean principles and business excellence across the Company. This is focussed through five main streams, these are OFIs (Opportunities for Improvement), VSM (Value Stream Mapping), 5S (a systematic approach to workplace organisation), Communication, and Training and Development.Every position in Villa Maria is integral in helping deliver ACE initiative, focussing on continuous improvement and ensuring this becomes business as usual. |