**

**JOB DESCRIPTION**

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##### POSITION TITLE: Café Chef

##### BUSINESS UNIT: Southern Discoveries

**LOCATION: Milford Sound**

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**Position Objectives**

Assist with the day-to-day culinary operations of the Discover Milford Cafe with particular emphasis on:

* Production and service of food.
* Following standard recipes.
* Portion and quality control.
* Kitchen hygiene and stock control.
* Safe Food

**Reporting Responsibility**

* This position reports to the Discover Milford Manager.

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| **Key Duties**  | **Outcomes**  |
| 1.1 Health & Safety  | * Under the Health and Safety at Work Act (HSWA) 2015, all staff must take responsibility for health and 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.
* Understand how to use equipment effectively in accordance with manufacturers’ instructions.
* Be knowledgeable of procedures in the event of emergencies such as fire, earthquake, in line with company policy and legislation
* Adhere to all operating procedures including identifying and acting upon any new hazards or risks.
* Suggest improvements and participate in Health & Safety matters
* Attend and participate in Health & Safety meetings
* Assist passengers in case of emergency, and be observant of guests to ensure general safety
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| 1.2 Safety | * Follows all standards and instructions of the food safety plan
* Adheres to all policies, procedures and instructions of the Company H&S plan, including the Maritime Safe Operating System ( MOSS)
* Participates in all Safety drills and safety meetings
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| 1.3 Food delivery. | * Produces all cabinet food and hot food for the cafe as necessary, to the highest standard of food delivery to customers.
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| 1.4 Food preparation. | * Prepare food in accordance with recipe and presentation standards.
* Ensures only quality product is used at all times
* Adjusts production according to level of needs or by instructions from manager
* Keeps wastage to a minimum
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| 1.5 Kitchen hygiene and cleaning.  | * Follows maximum hygiene and safety standards in all food service operations
* Follows all prescribed checks and tasks as per Food Safety Plan
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| 1.6 Ordering and Stores. | * Informs manager and or F&B Coordinator on any stores shortages or issues
* Stores lists must be written up the day before.
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| 1.7 Stock rotation. | * Maintain fresh stock at optimum temperature and volume and ensure storage of food is in accordance with the Food Safety Plan
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| 1.8 Assist with continues improvement process  | * Participates in the continues culinary improvement process of the Cafe Operation
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| 1.9 Additional Duties  | * From time to time will assist other Southern Discoveries kitchen operations
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Plus any other tasks that the Employer may reasonably ask you to complete.

You acknowledge that your role may develop to include other tasks in addition to those listed above.

**Key relationships:**

**Internal,**

* Cafe Supervisor – perform requested tasks efficiently and to a high standard.
* Vessel Chef – close working relationship and assistance when required
* Office staff – maintain a good working relationship.
* F&B Coordinator and stores person
* Customers – serve in a friendly, efficient manner.

**Qualifications and Experience**

**Essential**

* Experience of working in a cafe Kitchen, including the production of cabinet food
* Good communication skills.
* Ability to work both under direction and without supervision.
* Ability to work as a team member.

**Desirable**

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