**JOB DESCRIPTION**

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**POSITION TITLE: Café and Boat Chef**

**BUSINESS UNIT: Southern Discoveries Milford Sound**

**LOCATION: Milford Sound**

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**Position Objectives**

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

* Preparation, production and service of high-quality food within the required budget.
* Following standard recipes developed in-house by the culinary team in a consistent manner
* Contributing to the development of new recipes and food costing as part of the senior culinary team
* Liaising with Café FOH and Boat Crew on dietary requirements and food preparation issues
* Portion and quality control and monitoring.
* Kitchen hygiene, food safety, and stock control.
* Managing the work of Galley Hands and Kitchen Hands and advising and training in Food Preparation, Hygiene Standards and Food Safety
* Freeze and Preserve Foods
* Assists with recruitment and training of Kitchen Staff as required

**Reporting Responsibility**

* This position reports to the Head Chef Vessels and Head Chef Café (depending on where you are rostered to work).

**Hours of Work**

* Minimum of 70 hours per fortnight, based on a roster of 10 days on and 4 days off

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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 and Hygiene | * Follows all standards and instructions of the Food Safety Plan
* Fully conversant with Food Safety Regulations
* 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
* Trains kitchen and wait staff on Food Safety requirements as required
* Training and enforcing hygiene standards
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| 1.3 Food Preparation. | * Prepare food in accordance with recipe and presentation standards.
* Monitor quality (including production of picnic lunches by Galley Hands and Boat Hosts)
* Ensures only quality product is used at all times
* Adjusts production according to level of customer needs, daily demand, or by instructions from Head Chefs and Operations Managers
* Liaises with Managers, Wait staff and Boat Hosts on food preparation and customer requests
* Keeps wastage to a minimum
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| 1.4 Food delivery | * Produces all cabinet food and hot food for the cafe as necessary to the highest standard of food delivery to customers.
* Produces all hot and cold buffet food for the vessels to the highest standard of food delivery to customers.
* Cooks for contractors on site as required
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| 1.6 Ordering and Stores. | * Inform Head Chef or Stores Manager on any stores shortages or issues
* Provides stock requests
* Participates in stocktakes
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| 1.7 Stock Management  | * Manage and maintain fresh stock at optimum temperature and volume and ensure storage of food is in accordance with the Food Safety Plan
* Freeze and Preserve Foods as required to maximise stock use and maintain budgeted food costs
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| 1.8 Recruitment, Induction, Training and Demonstration | * Assist Head Chef Café and Head Chef Cruise Division in recruitment as required
* Induct new staff
* Training other chefs and kitchen staff
* Demonstrating cooking techniques as required
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| 1.8 Assist with continuous improvement process  | * Participates in the continues culinary improvement process of the Cafe and Cruise Boat Operations, including menu development, costings, trialling new dishes
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| 1.9 Menu Planning | * Assisting the Head Chefs and Operations Managers to plan menus and make changes initiated by the business to meet customer demand
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| 2.0 Additional Duties  | * As required in a busy operation
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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 Manager and Cruise Operations Manager – perform requested tasks efficiently and to a high standard.
* Café Head Chef and Cruise Head Chef – report to
* Vessel and Café Chefs – close working relationship and assistance when required
* Office staff – maintain a good working relationship.
* F&B Stores Manager and stores person

**External**

* Customers – serve in a friendly, efficient manner.
* Food safety inspectors

**Qualifications and Experience**

**Essential**

* Minimum 2 years’ experience of working as a chef
* Good communication skills.
* Ability to work both under direction and without supervision.
* Ability to work as a team member.
* Able to work autonomously to produce food to a high standard
* Knife skills

**Desirable**

* Food handling/hygiene certificate.
* Current First Aid Certificate.
* NZ class 1 driver’s licence or equivalent.
* Formal Chef qualification

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

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

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

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