



JOB DESCRIPTION

Job Title

Café Chef

Division
Auckland Unlimited

Reports To (Attach Structure)

Head Chef

Department
Auckland Live and Auckland Conventions,
Venues & Events

Direct Reports

none

Unit
Operations

Indirect Reports

none

Team
Catering

Location

Auckland Unlimited

Our Commitment to te ao Māori

We honour te Tiriti o Waitangi, accord value to te ao Māori (the Māori world), support kaitiakitanga, and are responsive to the needs of Māori. You help lead and implement the organisation's Māori outcomes. You support and promote the development of staff understanding and capability in te reo Māori, tikanga Māori, te ao Māori. and te Tiriti o Waitangi so everyone can contribute to the delivery of Māori outcomes for and with Māori.

Key Purpose of Role

As part of the kitchen team this position is responsible for the production of all food across the Business under the guidance of the kitchen management team. Kitchen health and safety, and hygiene excellence. A strong chef, responsible for delivering both functions and retail products. With a key focus on innovation and excellence in quality and consistency across the region. This position is instrumental in day to day running of the kitchen.

Key Responsibilities

Expected Outcomes

Actively engage with the kitchen management team to ensure full awareness of all menu items, their recipes, method of production, preparation levels, storage, and presentation standards.

Consistently achieve customer satisfaction by providing a high-quality product/service.

Assist to improve processes, tools and systems to support a high performing café/catering service.

Improvements made to café/catering business best practice, innovative solutions implemented

Ensure all aspects of food production and the kitchen environment meet the highest standards of hygiene and food safety.

Safe environment for staff and customers. Legal obligations are met and or exceeded. Kitchen equipment is maintained to a safe and compliant standard, and any legal obligations that should be in place are applied.

Able to estimate the daily production needs and checking the quality of raw and cooked food products to ensure that standards are met.

Minimising wastage and therefore reducing cost and increasing profit to the business.



Organisational obligations

- Action the organisation's good employer obligations and equal employment multi-cultural policies and practices.
- To be associated, as required, with Civic Defence Emergency Management or any exercise that might be organised in relation to this organisation function.
- Promote a safe and healthy workplace by undertaking responsibilities as outlined in the organisation's health and safety policy and procedures.
- Promote activities and initiatives that assist the organisation achieve its vision and mission.
- Promote one-organisation initiatives and action these service characteristics.
- Familiarise yourself with and comply with all organisation policies, including but not limited to, the organisation's Code of Conduct.

- Auckland Unlimited's reputation is enhanced within the community.
- Health and safety requirements are met and upheld.

Qualifications

- Tertiary qualification in a relevant discipline.

Experience

Essential

- 2 – 3 years' experience in a similar role in a commercial kitchen environment.
- Demonstrated ability of working within a high performing chef brigade.
- Demonstrated understanding of current food and wellbeing trends.
- Demonstrated ability to deliver quality excellence and innovation.
- Experience, knowledge and understanding of NZ food safety, and health and safety legislation.
- Preferable experience and understanding of an MPI-approved Food Safety Programme.
- Experience in stock and inventory control.
- Experience in working in a centralised production model.
- Demonstrated experience in written communication and use of computer systems such as SAP, Microsoft packages etc.
- Experience in developing and coaching teams.
- Experience in working in a la carte cafe, retail, and events catering.

Desirable

- Full NZ Drivers Licence desirable.
- Basic food safety certification.

Key Relationships

Internal

- Head Chef, Sous Chef, Catering Manager, General Manager Operations, ALAC Operations Leadership team, Catering team chefs, Assistant Catering Manager, Café Managers, ALAC sales team.



External

- Customers

Delegated Authorities

- none

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by incumbents in the assigned job. They are not construed as an exhaustive list of all responsibilities, duties, or skills required of the incumbent. From time to time, personnel may be required to perform duties outside of their normal responsibilities as needed.