

JOB DESCRIPTION – Schedule B

<u>Position:</u>	Commis Chef
<u>Location:</u>	Skyline Rotorua
<u>Department:</u>	Kitchen
<u>Responsible To:</u>	Executive Chef / Sous Chefs

Key Tasks:

- Assist in maintaining the smooth and efficient day to day running of the Kitchen to ensure maximum guest satisfaction.
- To ensure that the senior chefs, direction and task allocation, are consistently followed through to the highest professional standard.
- To maintain all legislative standards of safety, hygiene and security to the applicable legislative levels.

Main Responsibilities and Duties:

1. To assist in the efficient preparation of food products
2. To ensure that the portion, product qualities, presentation and service of product is in accordance with the highest standards.
3. To report any product or equipment defects to the Head Chef, Sous Chef or Senior Chef on duty.
4. To provide excellent customer service and answer general customer enquiries.
5. To comply with all established workplace Health and Safety policies.
 - (a) To be responsible for meeting and promoting established Health and Safety policies and practices.
 - (b) To be responsible for the completion of approved workplace Health and Safety documentation.
6. Ensuring delivery of service that support Skyline's sustainability goals by:
 - (a) Ensuring recycling and waste management practices are carried out where possible.
 - (b) Maintaining your work area to an environmentally acceptable standard.
 - (c) Making suggestions for environmental sustainability improvements.

Key Competencies

- Physically fit and able to stand for long periods of time
- Organised
- The ability to cope well under pressure
- Reliable and able to work unsupervised
- Able to work in a team
- Able to follow procedures
- Flexibility in tasks to be undertaken
- Able to maintain Skylines safety standards

LIVING OUR VALUES

Skyline Rotorua is a leader in the New Zealand travel and tourism sector. We are successful because of the commitment of our staff towards our company's purpose; to share real fun with the world. We have three values that sum up how we communicate, behave, and work together to achieve our goals.

We're Skyliners. We're brave, we care, and we do everything we can to deliver real fun and make people smile.



- We're ambitious and bold
- We always challenge the status quo
- We demand the best and protect our values
- We lead by example



- We look after one another
- We value our guests and treasure their experiences
- We respect our environment and our community
- We build a safe space for ourselves and our guests



- We make growth happen
- We anticipate and welcome change
- We get on with stuff and always go above and beyond
- We own our actions and we inspire others to succeed

General:

Any other duties that are related to and consistent with the above Job Description as directed by the Executive Chef or Senior Management.

Ensure full confidentiality is maintained at all times.

Attend staff training, induction and other professional development as directed.

Ensure all aspects of the Skylines Core Values are upheld

Maintain a public image that is compatible with the highest possible standards whilst on the premises.

I accept the job description for the position of Commis Chef.

Name: _____

Date: _____