

JOB DESCRIPTION – Schedule B

<u>Position:</u>	Senior Chef de Partie
<u>Location:</u>	Skyline Rotorua
<u>Department:</u>	Kitchen
<u>Responsible to:</u>	Executive Chef
<u>Functional Relationships:</u>	All Kitchen Staff Food and Beverage Staff Administration

Key Tasks:

Plan, organise and supervise daily food preparation within the Kitchen in consultation with the Executive Chef.

Effective management of all kitchen departments within budgeted objectives by ensuring the highest standards of food quality, selection, customer care and staff satisfaction

To help develop a profitable return for all food production operations.

Assist in implementing effective food management processes to achieve budgeted cost of sales.

Assist with staff training and development within the Kitchen.

To maintain all standards of safety, hygiene, administration and security to the required legislative and procedural levels.

Main Duties & Responsibilities:

1. Ensure the smooth running of the kitchen so to as ensure maximum guest satisfaction on a daily basis.
2. Supervise and manage the daily preparation of menu items, portion sizes, product quality, presentation and service of all foods for daily service.
3. Ensure the needs of all guests are given priority over all other activities resulting in the highest standards of customer service at all times.
4. Ensure that the buffet presentation and displays are of a high standard.
5. Provide outstanding customer service when rostered for Front of House Service on the Carvery.
6. Participate in the ongoing maintenance of the kitchen equipment and report any defective equipment through the Maintenance Request Forms.
7. Ensure all staff who have contact with the kitchen equipment are fully conversant with all health and safety requirements.
8. To complete food assessments and stocktaking as per established procedures when required.
9. To assist with menu compilations with the Executive and Sous Chef
10. When required to purchase foodstuffs, kitchen materials and equipment, this complies with the agreed budgets and Skyline quality and purchasing guidelines.

11. Maintain a high standard of safety, hygiene, grooming and professional tidiness.
12. Ensure that kitchen staff are complying with applicable legislation relevant to the Kitchen.
13. 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.
14. 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.

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.

Ensure full confidentiality is maintained at all times.

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

Ensure all aspects of the Skyline Mission statement 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 Senior Chef de Partie.

Name: _____ Date: _____