



## Role Description

<b>Title</b>	Chef	<b>Incumbent</b>	
<b>Manager's Title</b>	Base Leader	<b>Date of Last Review</b>	February 2026
<b>Team</b>	Base Services	<b>Location</b>	Scott Base
<b>Work Environment</b>	This role will require the incumbent to travel to Antarctica for an extended period which requires a medical clearance.		

### Organisational Context

Antarctica New Zealand is a Crown Entity established in 1996 under the New Zealand Antarctic Institute Act to develop, manage and execute New Zealand's activities in respect of Antarctica and the Southern Ocean.

Our key activities include facilitating scientific research in Antarctica, protection of the environment and raising public awareness of the global significance of the continent and surrounding Southern Ocean.

Antarctica New Zealand operates in a hazardous environment where the management of safety and risk are critical to achieving the New Zealand Antarctic programme deliverables. High standards of environmental care and responsibility are required in all our work.

The Base Services Team ensures an effective New Zealand presence in the Ross Dependency through the safe and efficient delivery of hospitality services on and around base. This includes the provision of day-to-day accommodation, catering and welfare requirements and ensuring base cleanliness and associated equipment is maintained to the highest standard.

### Our Goal for New Zealanders

New Zealand continues to play an influential role in the kaitiakitanga (guardianship) of Antarctica and the Southern Ocean as a natural reserve devoted to peace and science.

### Role Purpose

The Chef is responsible for providing nutritious, well-balanced meals to all personnel on base while operating the Scott Base kitchen and food stores safely and efficiently.

### Work of Role

- Manage meal planning, preparation and service - in conjunction with other Chefs over summer, and solo over winter.
- Ensure meals are healthy, nutritious and varied.
- Understand the customers' nutritional needs and ensure that appropriate dietary requirements are catered for.
- Ensure meal options are available for personnel outside of normal hours or when off site.
- Cater for special occasions and events that contribute to delivery of the Antarctic programme and community wellbeing.
- Responsible for inventory management of the food stores and kitchen equipment.
- Assist the Base Services Manager with ordering supplies.



- Ensure the food safety plan is adhered to, including completion of the cleaning schedule and documentation of regular checks and measures.
- Adhere to Antarctic specific biosecurity and environmental priorities, including waste management, poultry handling procedures and minimising food waste. The winter chef will Champion Biosecurity processes at Scott Base.
- Train and supervise any other people using the kitchen space or equipment.
- Proactively identify community needs and contribute to the overall base community.
- Rostered duties on the Scott Base Fire Crew and other base tasks as required.
- Compliance with New Zealand legislation in regard to health and food safety standards.
- Fulfil accountabilities as documented in the Health, Safety and Environmental Management Systems including proactive management of risks and resources to prevent harm.
- Fulfil accountabilities as described in the Information and Records Management Policy for creating and centrally storing accurate and complete records of your own business activities.
- Complete any other task assigned by the Base Leader or the Scott Base Leadership Team.

### Key Challenges

- Living and working in a small, remote and communal environment for up to 13 months (e.g. shared bunk rooms, communal bathrooms etc)
- Ability to maintain a positive outlook while under pressure and responding to changing priorities
- Self-management of work/life balance
- Maintaining motivation and work quality (including repetitive tasks) 6 days a week
- Manual handling, lifting and physical demands of working on your feet all day
- Managing health, safety and hygiene in close communal living spaces
- Compliance with Antarctic-specific biosecurity and environmental requirements
- The location and role may place pressure on the physical and mental well-being of the incumbent (e.g. at time long work hours, 24-hour daylight/darkness); the incumbent's family and other close relationships.

### Key Functional Relationships

<b>Internal</b>	<ul style="list-style-type: none"> <li>• Base Leader</li> <li>• Lead Chef</li> <li>• Base Services Team</li> <li>• Scott Base Leadership Team</li> <li>• Base Services Manager</li> <li>• All Scott Base staff</li> </ul>
<b>External</b>	<ul style="list-style-type: none"> <li>• McMurdo Station Kitchen team</li> <li>• United States Antarctic Programme Personnel</li> <li>• Event personnel visiting Scott Base</li> <li>• Food Service suppliers/wholesalers</li> </ul>



## Minimum Capability Necessary to Work in Role

Capability Area	Description
<b>Qualifications, Certificates and Memberships</b>	<ul style="list-style-type: none"><li>• New Zealand Certificate (Level 4) in Cookery, or equivalent.</li><li>• Food safety course within the past three years.</li><li>• Hold a current NZ full class 1 driver licence and an experienced user of manual vehicles.</li><li>• Hold a current First Aid certificate (Unit Standard 6401, 6402).</li><li>• Be certified as 'fit' for Antarctic employment by Antarctica New Zealand's Medical Assessor.</li></ul>
<b>Knowledge, Skills and Experience</b>	<ul style="list-style-type: none"><li>• Have at least five years broad post-qualification experience with a wide variety of menu types.</li><li>• Possess good time management and planning skills.</li><li>• Understanding of and commitment to tikanga and Te Tiriti o Waitangi (Treaty of Waitangi) principles.</li><li>• Be computer literate with MS Outlook, Word and Excel.</li><li>• Demonstrate the ability to work efficiently and effectively under personal and general pressure and maintain a positive outlook.</li><li>• Demonstrate a strong customer service focus.</li></ul>
<b>Judgement, Temperament and Influence</b>	<ul style="list-style-type: none"><li>• Ability to foster positive working relationships with a range of personalities.</li><li>• Values open and honest communication.</li><li>• Ability to work alone or in a team environment.</li><li>• Ability to work alone or in a team environment</li><li>• Demonstrate the ability to work efficiently and effectively under personal and general pressure and maintain a positive outlook.</li></ul>

## Antarctica New Zealand Values

To honour our obligation to Antarctica:

- We are proactive and passionate about what we do  
E ngākau whiwhita ana, e ngākaunui ana hoki tātou ki ā tātou mahi katoa
- We take responsibility for each other and the environment  
Nō tatou te haepapa kite tiakii a tatou anōme te taiaohoki
- We work together to achieve success  
Ka mahi tahi tātou kia angitu ai
- We always act with integrity  
He ngākau pono ō tātou ahakoa te aha
- We pursue excellence in everything we do  
Ka whāia e tātou te iti kahurangi i ā tātou mahi katoa



## Role Authorisations

I confirm that this Role Description accurately describes the work of the Chef:

\_\_\_\_\_  
Operations Delivery Manager

\_\_\_\_\_  
Date

I accept this Role Description accurately describes the work of the role for which I am accountable:

\_\_\_\_\_  
Chef

\_\_\_\_\_  
Date