



We're Skyliners
Inspired by every smile.

Position Description

Company	Skyline Queenstown	Date	January 2026
Title	Commis Chef	Reports to	Executive Chef Head Chef Sous Chefs
Team	Kitchen	Location	Queenstown

Our Purpose

Skyline's purpose is to share real fun with the world. Gravity is our superpower. But not our only power...

The purpose of this role is to support the smooth, efficient, and professional daily operation of the kitchen, ensuring an exceptional dining experience and maximum guest satisfaction. The role requires consistently carrying out the Chef's directions and task allocations to the highest professional standard, while upholding all legislative requirements for safety, security, hygiene, and administration.

Our Strategic Goals

DELIVER:

Target ROI from all SEL Business units

INVEST:

In high potential businesses in outstanding locations

OPERATE:

An efficient, agile and sustainable business

EMPOWER:

Empower our people to deliver real fun

Our Values and Culture

Skyline Queenstown 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.



Scope of Role

Responsible for

The Commis Chef is responsible for supporting the day-to-day operations of the kitchen, ensuring services run smoothly and efficiently while delivering a high level of guest satisfaction. They follow the direction of the Head Chef and senior kitchen team, completing assigned tasks to a consistently high professional standard. The Commis Chef also ensures compliance with all relevant food safety, health and safety, security, and hygiene regulations, while maintaining organised kitchen practices and documentation.

Key Relationships

Internal

- All Kitchen staff
- All F&B departments and outlets
- All departments

External

- Guests

Key Accountabilities and Tasks

Main Responsibilities

Description

- Assist in the smooth and efficient day-to-day operation of the kitchen to support high-quality service and guest satisfaction.
- Assist with food preparation, including mise en place, ingredient preparation, and basic cooking tasks.
- Follow the direction and task allocation of senior chefs, ensuring work is completed to a consistently high professional standard.
- Maintain compliance with all relevant food safety, health and safety, hygiene, and security legislation and company policies.
- Ensure food portions, product quality, presentation, and service meet established kitchen and organisational standards.
- Monitor and report any product quality issues or equipment faults to the Executive Chef, Head Chef, Sous Chef, or Senior Chef on duty.
- Maintain a professional appearance and behaviour that reflects the organisation's standards while on the premises.
- Maintain confidentiality regarding company information, operations, and internal matters.
- Support effective communication within the kitchen team and with other departments.
- Follow instructions from members of the kitchen brigade and contribute positively to team operations.
- Remain aware of guest feedback and support continuous improvement in food quality and service.
- Minimise waste and spoilage through the correct handling, storage, and use of ingredients.
- Assist in maintaining food cost control and contribute to efficient kitchen productivity. Ensuring economical use of all resources



	<ul style="list-style-type: none"> • Undertake other duties that are reasonably related to the role, as directed by the Executive Chef or, in their absence, the Head Chef, Sous Chef, or Senior Chef. • Assist with stock takes and ensure any discrepancies are investigated.
Guest Service	<ul style="list-style-type: none"> • Responsible for delivering and maintaining exceptional guest service standards across the main Restaurant and Bar areas. • Respond promptly and appropriately to guest complaints, resolving issues within established guidelines. • Handle guest enquiries regarding Skyline and Queenstown or refer them too the appropriate Head of Department or Senior Management when required. • Prioritise guest needs above all other activities, consistently delivering the highest level of service. • Address guest requests and queries in a timely, professional, and efficient manner. • Monitor guest interactions and experiences, ensuring satisfaction with all products and services. • Maintain comprehensive knowledge of departmental offerings, products, and services to provide accurate information and support.
Other Responsibilities	<ul style="list-style-type: none"> • Work collaboratively with colleagues, fostering a supportive and positive team culture. • Assist with stock control, restocking, and proper inventory rotation within the kitchen. • Adhere to company sustainability practices, including minimising waste and following recycling procedures. • Maintain flexibility by performing any other reasonable duties as requested by senior chefs or management.
Social, Environmental & Governance Sustainability	<p>Ensure any actions, projects or proposals consider and proactively support the priorities of the Skyline Sustainability Framework:</p> <div style="display: flex; justify-content: space-around; text-align: center;"> <div data-bbox="550 1384 805 1503">  <p>People Caring for our people, our communities and our customers</p> </div> <div data-bbox="863 1384 1086 1503">  <p>Place A light footprint on the land, guardians of our places</p> </div> <div data-bbox="1153 1384 1366 1503">  <p>Prosperity A value-driven responsible business</p> </div> </div> <ul style="list-style-type: none"> • Ensure recycling and waste management practices are carried out where possible. • Maintain your work area to an environmentally acceptable standard. • Make suggestions for environmentally sustainable improvements.
Health & Safety	<p>Ensure a personal and organisational commitment to, and delivery against, health and safety (Safe Place, Safe People, Safe Practices) and sustainability objectives.</p> <ul style="list-style-type: none"> • Take responsibility for meeting Skyline’s obligations in workplace health and safety by making sure own actions keep yourself and others safe.



- Conduct your work in a safe and reliable manner, adhering to Skyline’s H&S procedures.
- Champion and advocate H&S where appropriate in your everyday interactions.
- Undertake H&S administrative processes as required.

Knowledge, Experience & Qualifications

Essential

- 2 + years of kitchen experience or equivalent qualification
- able to produce a quality product and maintain a high level of food safety and hygiene

Desirable

- a passion for providing fantastic service and a genuine interest to work in the hospitality industry
- strong knowledge of food safety, hygiene, and New Zealand Food Control Plan

Person Specification / Key Attributes

Essential

- highly organised
- Reliable and dependable
- excellent communication skills
- a positive "can-do" attitude and takes pride in their work
- the ability to multi-task and the confidence to use your initiative
- attention to detail and the ability to follow procedures and processes
- ability to work efficiently under pressure while maintaining high standards

Change of Position Description

From time to time, it may be necessary to consider changes in the position description in response to the changing nature of our work environment. This position description may be reviewed and amended from time to time during your employment after consultation with you.

Employee Name:

Employee Signature:

Date:

