

# Position description



**Position title:** Chef

**Position type:** Permanent

**Location:** Zealandia, Waiapu Road, Karori, Wellington

**Supervisor:** Head Chef

## Purpose of the role

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Rātā Café is onsite at Zealandia. It overlooks our incredible sanctuary. Our ethos is working with what nature provides to make delicious food and drink that is not only sustainable but gives back to the earth.

The Chef will assist the Head Chef in managing the hardworking kitchen team responsible for the creation of inspiring dishes for Rātā Café and continuing our ongoing sustainable and ethical food practices. This will include assisting the Head Chef in the overall management of the kitchen at Rātā Café including delivering an efficient food service, assisting the Head Chef and Sous chef with menu planning, managing food costs, training, and performance of all junior kitchen staff as required and in ensuring that all food items are created to the agreed standards. The Chef will also be responsible for managing the kitchen when the Head Chef and Sous Chef are not working.

Like all members of staff at Zealandia Te Māra a Tāne, the person in this role will be expected to actively uphold the principles of Te Tiriti o Waitangi, maintain and promote exceptional health and safety, and support the maintenance of biosecurity in the sanctuary.

## Organisation background

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Zealandia Te Māra a Tāne is an organisation that cares for a 225-ha world class ecosanctuary in Wellington, New Zealand. We have a 500-year vision to restore a unique forested valley—Te Māra a Tāne. Zealandia’s first generation of restoration effort has resulted in flourishing forests and the establishment of many native species, from hihi to tuatara. Looking forward, Zealandia Te Māra a Tāne’s next generation is focused on [‘Living with Nature—Tiaki Taiao, Tiaki Tangata’](#). *“We connect people with our unique natural heritage, and inspire actions that transform how people live with nature in our cities, towns and beyond”*. This purpose is visible through our leading education, conservation, restoration and engagement activities.

Zealandia Te Māra a Tāne is a not-for-profit organisation, and its conservation, restoration and outreach work is made possible by an award-winning sustainable business model. Funding currently comes from visitors and tours, our café, memberships, grants, sponsorships and donations. Every role in the organisation has some part to play in ensuring our 130,000+ visitors, 500+ volunteers and 18,000+ members are cared for and welcomed into the Zealandia Te Māra a Tāne community.

As an organisation we honour Te Tiriti o Waitangi are on a journey towards learning how this plays out across our work as Tiriti partners. We accord value to te ao Māori (the Māori world), and support mana whenua to fulfil their role as kaitiaki. All staff are encouraged to build capacity and confidence across te ao Māori including te reo Māori me ōna tikanga, and Te Tiriti o Waitangi.

## **The Zealandia Te Māra a Tāne team**

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Zealandia Te Māra a Tāne is a medium size organisation, with around 100 people employed in different contexts. We have around 500 volunteers who support all our work. We pride ourselves on exceptional teamwork which is required from all staff, volunteers and members. The dynamic nature of Zealandia Te Māra a Tāne means it is an incredible place to extend and challenge yourself, have real on-ground outcomes for conservation and community engagement, and to be part of a successful team.

Zealandia Te Māra a Tāne is managed by the Karori Sanctuary Trust. To find out more please go to [www.visitZealandia.com/](http://www.visitZealandia.com/)

## **About this position description**

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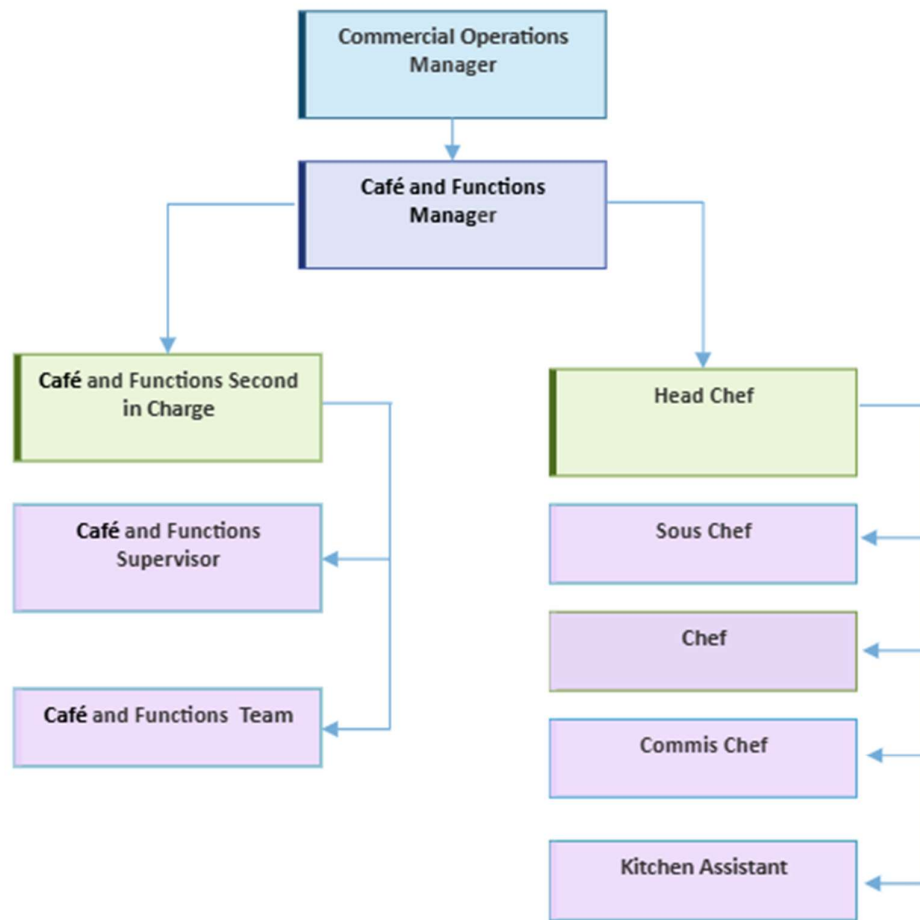
As the work and priorities of Zealandia Te Māra a Tāne change over time, so will the requirements of each of its staff. As such, this document is not intended to represent the role that the occupant will perform in perpetuity. This position description is intended to provide an overall view of the role and responsibilities as at the date of approval. The specifics of the role will be reviewed on a regular basis and adjustments may be made to key responsibilities and accountabilities.

This position description details the minimum outcomes required for the position and for employment. Zealandia Te Māra a Tāne is a seven day per week operation. After-hours and weekend work will be required from time to time. A non-smoking policy is effective on sanctuary land, with the exception of a designated smoking area.

## **The Rātā Café team**

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The Chef and kitchen team are responsible for contributing to the running of a profitable and vibrant café. Core responsibilities of the role include Food preparation and presentation, assisting in staff development, managing kitchen costs, achieving revenue and profit targets, health and safety, and contributing to menu development.



## Key responsibilities

### 1. Key Tasks and Responsibilities

Assists the Head Chef in managing the daily and weekly operations of the kitchen. This includes:

- Assisting in managing the daily and weekly kitchen operations. Is responsible for the management of the kitchen and kitchen team when the Head Chef and Sous Chef are away.
- Ensuring that mandatory and voluntary compliance activities (e.g. Food Control Plan and Chomp Food Safety) in the kitchen are completed to ensure that the kitchen is 100% compliant all of the time.
- Implementing the kitchen cleaning plan to ensure that the kitchen is cleaned in accordance with the plan and is spotless at the end of each shift.
- Ensures recycling bins and food waste bins are being used appropriately in keeping with Rata Café's sustainability approach.
- Assisting with the training of other kitchen staff as required by Head Chef.
- Manages food safety in the kitchen by ensuring temperature checks are completed and temperature checks of food items are completed as required.

<ul style="list-style-type: none"> <li>• Ensures all food items are prepared according to agreed standards including testing for taste, assessing quality and final presentation.</li> <li>• Assists in undertaking the regular stocktakes.</li> <li>• Consistently identifies opportunities to minimise wastage to ensure that food cost objectives are achieved.</li> <li>• Assists in food ordering, including supporting the Head Chef and Sous Chef in decisions to switch ordering between suppliers to manage overall food costs.</li> <li>• Adheres to processes to ensure supplier deliveries are checked and weighed as required</li> <li>• Assists in other Rata Café operations when required e.g. taking orders, delivering food, clearing and cleaning tables and other duties as required.</li> <li>• Assists the Head Chef and Sous Chef in the development of Café menus as well as Functions menus as required</li> </ul>
<b>2. Teamwork</b>
<ul style="list-style-type: none"> <li>• Attend team meetings and work effectively and collaboratively as a team to ensure organisational priorities are achieved.</li> <li>• Embrace the Trust's policies on environmental consciousness and sustainability.</li> <li>• Within the scope of the role, maintain respectful relationships with tangata whenua and mana whenua to reflect our organisational responsibilities under Te Tiriti o Waitangi.</li> <li>• Actively seek opportunities to enhance the reflection of te ao Māori in our day-to-day work.</li> </ul>
<b>2. Health and Safety</b>
<ul style="list-style-type: none"> <li>• All employees have a responsibility to work towards keeping a safe and healthy work environment by practising safe work methods, identifying workplace hazards and using appropriate safety equipment.</li> <li>• Adhere to Zealandia Te Māra a Tāne's code of conduct to support a healthy, safe and enjoyable work environment.</li> <li>• Ensure health and safety is addressed in day-to-day activities for all staff, volunteers and visitors working in the café.</li> <li>• Ensure your workspace is a safe working environment through adherence to the Health and Safety at Work Act 2015 and implementation of Zealandia Te Māra a Tāne's policies on safety.</li> </ul>
<b>3. Biosecurity</b>
<ul style="list-style-type: none"> <li>• We have a shared responsibility that the valley is maintained as an environment free of key animal and plant pests, allowing restoration progress to be made against the 500-year vision.</li> <li>• All employees must take Zealandia Te Māra a Tāne's biosecurity seriously, so the risk of accidental introductions is minimised.</li> <li>• Ensure all visitors and groups visiting with you adhere to biosecurity processes.</li> </ul>

NOTE: the above responsibilities and expectations are provided as a guide only. The precise performance measures for this position will need further discussion between the jobholder and manager as part of the performance management process.

## Key relationships

### Internal:

- Café and Functions Manager
- Head Chef
- Café Supervisors, FOH and BOH staff
- All Zealandia staff and volunteers

### External:

- All suppliers and contractors
- Zealandia Te Māra a Tāne Members and visitors

## Person specification

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### Qualifications and experience

- Completed NZQA food hygiene unit standards (or equivalent)
- NZQA qualifications in Cooking and/or Hospitality (or equivalent)
- Minimum of 2 years' experience in similar role

### Personal Attributes

- Excellent communication skills.
- Team player.
- Ability to manage staff.
- Committed to team, establishment, and excellence in food service.
- Positive attitude.
- Ability to work competently under pressure.

*Current: January 2026*