



Role Description

Title	Base Services Support	Incumbent	
Manager's Title	Base Leader	Date of Last Review	February 2026
Team	Base Services	Location	Scott Base
Work Environment	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 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

Responsible for supporting the Base Services team to ensure the cleanliness and hygiene of amenities and provision of meals at Scott Base.

Work of Role

- Maintain Scott Base cleanliness and hygiene standards in conjunction with the domestics.
- Ensure common areas, bathrooms, accommodation areas and workspaces are clean and fit for purpose. Report any hazards or maintenance requirements.
- Prepare bedrooms for occupation and perform laundry duties.
- Assist chefs with food preparation and cooking.
- Assist chefs with dishes and keeping kitchen clean and hygienic.
- Assist with bar service on an as required basis and demonstrate host responsibility with regard to service of alcohol.
- Proactively identify community needs and contribute to the overall base community.
- Perform rostered duties on the Scott Base Fire Crew and other base tasks as required.



- Complete other tasks assigned by the Lead Domestic, Lead chef, Base Services Manager or the Scott Base Leadership Team.
- Adhere to Antarctic specific biosecurity and environmental priorities, including waste management, chemical handling procedures and minimising food waste.
- Compliance with New Zealand legislation in regard to health and food safety standards.
- Fulfil accountabilities as documented in the HSE 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.

Key Challenges

- Living and working in a small, remote and communal environment for up to 6 months (e.g. shared bunk rooms, communal bathrooms etc)
- Manual handling, use of heavy machinery such as floor polishers and physical demands of working on your feet for extended periods
- Self-management of work/life balance while maintaining a positive outlook
- Maintaining motivation and work quality (including repetitive tasks) 6 days a week
- Maintaining a customer service focus when managing the demands of visiting personnel needing support
- Managing health, safety and hygiene in close communal living spaces
- 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

Internal	<ul style="list-style-type: none"> • Base Leader • Lead Domestic • Base Services Team • Scott Base Leadership Team • Bar and Shop Coordinator • Base Services Manager • All Scott Base staff
External	<ul style="list-style-type: none"> • United States Antarctic Programme Personnel • Visiting event personnel

Minimum Capability Necessary to Work in Role

Capability Area	Description
Qualifications, Certificates and Memberships	<ul style="list-style-type: none"> • Hold a current NZ full class 1 driver licence and is an experienced user of manual vehicles • Hold a current First Aid certificate (Unit Standard 6401, 6402) • Be certified as 'fit' for Antarctic employment by Antarctica New Zealand's Medical Assessor
Knowledge, Skills and Experience	<ul style="list-style-type: none"> • Experience in commercial cleaning or housekeeping roles. • Experience working in a professional kitchen.



	<ul style="list-style-type: none"> • Exposure or experience with service of alcohol and catering service, is preferred. • Demonstrate a strong customer service focus. • Understanding of and commitment to tikanga and Te Tiriti o Waitangi (Treaty of Waitangi) principles. • Possess good time management and planning skills. • Capability to learn the use of new equipment and understand the operational use and environmental impact of chemicals.
Judgement, Temperament and Influence	<ul style="list-style-type: none"> • Ability to receive instruction. • Creates order and maintains a strong attention to detail. • Ability to foster positive working relationships with a range of personalities. • Values open and honest communication. • Ability to work alone or in a team environment. • Demonstrate the ability to work efficiently and effectively under personal and general pressure and maintain a positive outlook.

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 Domestic:

Operations Delivery Manager

Date

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

Domestic

Date