

Position description



Position title: Chef De Partie

Position type: Permanent Full time

Location: Zealandia, 53 Waiapu Road, Karori, Wellington

Supervisor: Head Chef

Purpose of the role

The Chef De Partie will assist the Head Chef and Sous Chef in the day-to-day operations of hardworking kitchen team of 3-5 people responsible for the creation of inspiring dishes for Rātā Café and continuing our ongoing sustainable and ethical food practices.

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.

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

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 hīhi 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 are 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

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/

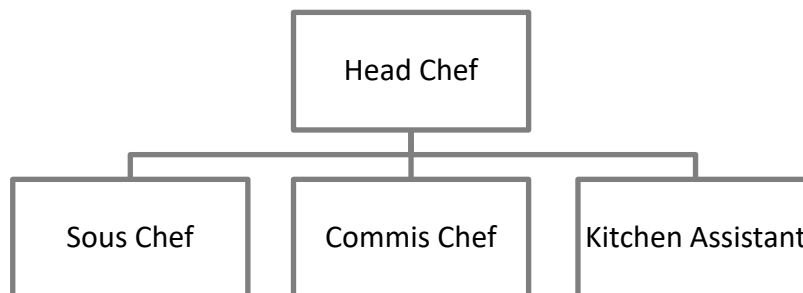
About this position description

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

The Head and Sous Chef and kitchen team are responsible for contributing to the running of a profitable and vibrant café. Core responsibilities of the role include menu development, food preparation and presentation, supporting staff development managing costs, achieving revenue and profit outcomes and health and safety.



Key responsibilities

1. Chef De Partie

General responsibilities and duties: -

- Maintain food control plan and manage record keeping.
- Maintain food safety in the kitchen – i.e., daily temperature checks and cleaning schedule.
- Control stock movement and undertake stock takes.

- Maintaining kitchen stock levels and being cost conscious by minimising wastage.
- Checking and weighing any deliveries from suppliers.
- Ensuring that the Kitchen Assistant's responsibilities and duties are met daily.
- Sole charge of kitchen and kitchen hands at times.
- Providing food concepts that meet the target needs within company guidelines.
- Ensuring food products are prepared to Rātā standards as set by the Sous Chef and Head Chef.
- Testing cooked food and assessing quality and presentation.
- Developing new menu ideas and testing them prior to introduction.
- Ensure kitchen area and equipment is clean and tidy whenever possible, at end of shift. Wash dishes and equipment to establishment standards.
- Handle all cleaning chemicals with care.
- Work with Hospitality Manager to ensure customer satisfaction.
- Ensure that all machinery is in working and safe order.

2. All Café and Function Staff General Responsibilities and Duties

- Ensure front of house, back of house and storage areas are always kept tidy and clean.
- Ensure that all property is handled with due care.
- There is an expectation that all duties relating to the operation of the café are performed by all staff regardless of what position you currently hold.
- Be fully conversant with the establishments' standards, operations and services and carry out duties to these standards.
- Be flexible in relation to working weekend, public holidays, or additional hours other than the standard opening times.
- Maintain good working relationships with fellow staff and managers. Attend all staff meetings as requested.
- Ensure a high standard of personal and workplace hygiene.
- Embrace the Trust's policies on environmental consciousness and sustainability.
- All employees have a responsibility to work towards keeping a safe and healthy work environment by practising safe work methods, identifying workplace hazards (working to rectify them immediately) and using appropriate safety equipment.
- Have a good general knowledge of the sanctuary and its flora and fauna (referencing the cheat sheet with interesting facts about the sanctuary).
- Any other duties as required; including rubbish, moving furniture, waiting, and clearing tables during busy times, functions set-up and pack-down, general cleaning duties including toilet maintenance.

2. Health and Safety

- 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.
- Adhere to Zealandia Te Māra a Tāne's code of conduct to support a healthy, safe and enjoyable work environment.
- Ensure health and safety is addressed in day-to-day activities for all staff, volunteers and visitors working in the café area.
- 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.

3. Biosecurity

- 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.
- All employees must take Zealandia Te Māra a Tāne's biosecurity seriously so the risk of accidental introductions is minimised.

- Ensure all visitors and groups visiting with you adhere to biosecurity processes.

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.

Person specification

Qualifications and Experience

- Completed NZQA food hygiene unit standards. NZQA qualifications in Cooking and/or Hospitality.

Personal Attributes

- Excellent communication skills.
- Team player.
- Co-operative.
- Assisting other team members as needed.
- Ability to follow and pass on instructions.
- Committed to team, establishment, and excellence.
- Positive attitude.
- Ability to work completely under pressure.
- Reliable and flexible to change.

Current: January 2023