

## Position description

**Position title:** Commis Chef

**Position type:** Permanent, Full-time

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

**Supervisor:** Head Chef



## Purpose of the role

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The Commis Chef provides a platform to gaining the required knowledge and skill in becoming a Chef. The role will assist the Head Chef and Sous Chef in the day-to-day operations of the kitchen and is responsible for assisting with food preparation and some cooking duties. The Commis Chef also will assist with the smooth running of the kitchen by providing cleaning and other supportive duties as directed by the Head and Sous Chef.

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

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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 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

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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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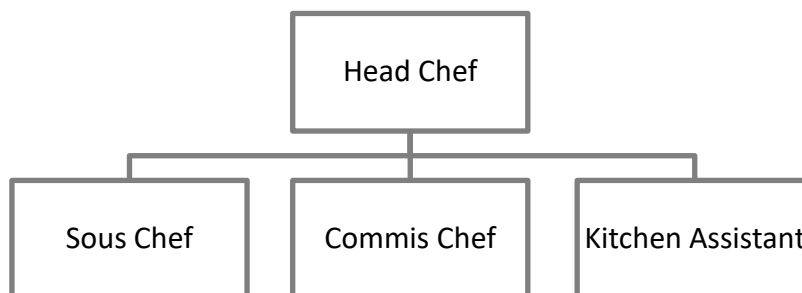
As the work and priorities of Zealandia Te Māra a Tāne change over time, so will the requirements of each of its staff. As such, this document is not intended to represent the role that the occupant will perform in perpetuity. This position description is intended to provide an overall view of the role 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, except for a designated smoking area.

## The Rātā Café team

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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

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### 1. Commis Chef

The general responsibilities and duties in addition to those of the Kitchen Assistant whilst working alongside the Head Chef to ensure the guidelines of the qualification are met.

- Maintain compliance for Food Health and Safety by daily recording of the Food Control Plan which involves daily temperature checks and cleaning schedules.
- Food preparation and kitchen preparation.
- Maintaining kitchen stock levels and being cost conscious by minimising wastage.
- Checking deliveries from suppliers.
- 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.
- Ensure kitchen area is clean and tidy whenever possible, at end of shift ready for the next day.
- Follow the kitchen cleaning plan to ensure the kitchen is clean and well presented.
- Assist with dishwashing as directed by the Head Chef or Sous Chef.
- Assist with stock taking as required.
- Work with Hospitality Manager and Supervisors to ensure customer satisfaction.
- Communicating with the Head Chef and Sous chef to ensure all equipment is in working order.
- Learn and take on new skills as instructed by the Head Chef and Sous Chef.

## **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.
- All employees must take Zealandia's biosecurity seriously, following staff guidelines for entry checks.
- Any other duties as required; including rubbish, moving furniture, waiting, and clearing tables during busy times, functions set-up and pack-down and general cleaning duties.

## **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

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### 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*