



## Job Description: Chef

Location: Hillary Outdoors Education Centre Tongariro

Job Purpose: To prepare and cook all meals required, as rostered.

Clean and supervise cleaning of buildings, as required.

Meet programme needs and ensure safety, quality and compliance with both external bodies and the Hillary Outdoors Quality Management System (QMS).

Relationships: Designated Manager: Catering Manager

Direct Reports: None

Key Relationships: Hillary Outdoors Staff, Clients

Terms: Minimum 30 hours per week

Key Responsibilities: All responsibilities should be carried out following the policies and procedures in the Hillary Outdoors QMS and appendices and to the standards defined in your Key Performance Indicators.

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|-----------------------------|---|
| Catering/Cleaning           | <ul style="list-style-type: none"> <li>• Work with the catering team to ensure the smooth running of our catering facility.</li> <li>• Ensure the delivery is exceptional to our clients and staff.</li> <li>• Prepare and cook all meals as required.</li> <li>• Complete all cleaning tasks as needed.</li> <li>• Have a strong food safety focus and knowledge of food safety systems.</li> <li>• Show a commitment to health and safety, meet food safe standards</li> <li>• Be able to supervise and engage with young people.</li> <li>• Work both supervised and unsupervised.</li> <li>• Support Catering Manager with rostering.</li> <li>• Review and order stock when required, assist in monthly stock take.</li> </ul> |
| Financial                   | <ul style="list-style-type: none"> <li>• Member of team to help develop budgets and forecasts for resources.</li> <li>• Make recommendations for purchases.</li> <li>• Ensure security of resources.</li> </ul>   |
| Personnel                   | <ul style="list-style-type: none"> <li>• Support training and tasking of volunteers under the direction of the Catering Manager.</li> </ul>   |
| Compliance                  | <ul style="list-style-type: none"> <li>• Comply with all Hillary Outdoors policies and procedures.</li> <li>• Communicate suggestions for improvements to policy and procedures.</li> <li>• Perform compliance checks relating to resources.</li> </ul>   |
| Quality                     | <ul style="list-style-type: none"> <li>• Member of team strategically planning improvements to resources.</li> </ul>  |
| Communication               | <ul style="list-style-type: none"> <li>• Participate in meetings as requested.</li> <li>• Report to Manager and wider team as requested.</li> </ul>   |
| Culture                     | <ul style="list-style-type: none"> <li>• Represent the vision and purpose of Hillary Outdoors in all behaviours and actions and role model this to other staff.</li> <li>• Engage in self-development as defined during performance development meetings with line manager.</li> <li>• Be a positive role model to students /clients.</li> </ul>  |
| Additional Responsibilities | <ul style="list-style-type: none"> <li>• Any other reasonable duties as requested.</li> </ul>   |