

Kitchen Attendant & Cooks

Ruapehu Position Description

Business Area: Food and Beverage

Location: Whakapapa or Turoa Ski Area

Position Term: Whakapapa Ski Field June – October & Turoa Ski Field July – October

Salary: Entry level \$16.50 per hour but negotiable on experience

Reports to: Food and Beverage Team Leader

Interview dates: March & April



Position Purpose

To assist in an exciting kitchen that produces great food at all times, and to provide support for the kitchen in all areas of the operation.

Cleaning

- Responsible for washing and cleaning utensils and dishes and ensuring sure they are stored appropriately
- Ensure all work areas are clean, tidy, maintained and ready for service and all tasks are completed with the appropriate products and equipment.
- Clean up spillages when they occur
- Ensure all rubbish and recycling is removed from storage locations to disposal areas and distributed correctly.
- Maintain cleanliness and order in all food storage areas and food and beverage areas
- Ensure proper use of chemical/cleaning products and ensure they are stored appropriately

Food Preparation

- Assist the Chef in the preparation of food, as required, and to company recipes
- Ensure quality standards are maintained with respect to food presentation and content.
- Follow directions from Chef regarding portion control, cooking standards and wastage

Operational

- Maintain a positive and motivated work ethic in the kitchen at all times
- Ensure goods are stored, ordered and receipted correctly and in the appropriate location Follow instructions from the Chef or Supervisor
- Provide an efficient and professional service to all customers both internal and external.
- Advise Head Chef or Supervisor – Food & Beverage of any maintenance requirements immediately.
- Attend and participate in weekly staff meetings and any scheduled full departmental or company staff meetings
- Maintain standards set out by the F&B Team Leader and Suppliers associated with the Food & Beverage department.
- Carry out any other duties as required by the Head Chef, Supervisor – Food & Beverage and F&B Team Leader including assisting other departments as required.
- Health & Safety and Compliance
- Adhere to all company Food Safety, Health & Safety policies, procedures and standards, including the Hazard ID and Accident Reporting processes.
- Apply knowledge of hygiene and safety in preparation, presentation and storage of food in accordance with relevant legislation
- Maintain a neat, tidy and professional appearance at all times, in compliance with the RAL Uniform and Appearance Policy, and our Food Control Plan
- Adhere to all company policies and procedures as applicable.

Communication

- Ensure availability through on mountain communications at all times during rostered shifts i.e. radio
- Build effective working relationships with a wide range of people through the use of clear and concise speech and effective listening skills.
- Respond in a positive and proactive manner to feedback from the Head Chef and/or Supervisor – Food & Beverage.
- Maintain an approachable and co-operative persona with co-workers and customers, both internal and external.

Qualifications, Attributes, and Experience

Cook

- Level 1 New Zealand Certificate in Hospitality (Foundation Skills | Entry Skills | Introductory Cookery) or similar international qualification
- Level 2 New Zealand Certificate in Hospitality (Basic Cookery)
- 6 months minimum experience in a professional kitchen

Kitchen Attendant

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- Desirable: 167 - Practise food safety methods in a food business under supervision (L2, C4, V8)
- Desirable: 20666 - Demonstrate basic knowledge of contamination hazards and control methods used in a food business (L2, C2, V5)
- Skilled in developing and maintaining customer relationships
- Thorough knowledge of customer service principles.
- Ability to apply appropriate interpersonal styles within a team.
- Ability to share technical information with other technical or non-technical people in a manner that is quickly understandable.

Personal Qualities

- Enjoy practical work
- Good hand-eye co-ordination
- Able to work quickly and safely
- Excellent personal hygiene
- Good communication skills
- Good time management skills
- Honest, punctual and reliable
- A quick response to requests, ideas and suggestions in a non-defensive way.
- A flexible approach to work schedules, customer needs and the strategic direction of the organisation.
- Tactfulness and helpfulness in dealing with others.