

TE WHAKAATURAKA MAHI / JOB DESCRIPTION

Position Title *Te tūraka mahi* : Functions Assistant / Larder Chef

Area *Te Tari*: Functions and Catering

Reports to (title) *Ka whakarataia e*: Team Leader

SP10 placement: OP Base Wage

Primary purpose *Te take matua*

To work in partnership with the organisation using a proactive approach, supporting and coaching in line with Otago Polytechnic's strategic goals and objectives.

Provide efficient and effective kitchen and functions support for Te Pā Tauira, Otago Polytechnic Student Village, internal and external catering services and the retail food production for Eden Café. Provide an exceptional level of customer service to all customers on or off site. This role works variable shifts to suit the needs of the business and requires availability for events.

Key responsibilities/accountabilities *Ko ngā takohaka matua / ko kā kaweka matua*

In order of importance, state the major responsibilities / accountabilities of the position and what is achieved

Key responsibilities / accountabilities <i>Ko ngā takohaka matua / ko kā kaweka matua</i>	Outcome Kā hua
Functions Assistant, Kitchen Work and Food Handling	<ul style="list-style-type: none"> • Assist in the kitchen with light food preparation and some baking to provide daily meals in bulk and for café sales and bespoke catering events • The standard of hygiene in the kitchen is to the highest possible standard and the food control plan is adhered to • Assist in kitchen work to contribute to the kitchen running smoothly and stock levels are adequate. • Food is produced and served to a high standard • Baking is prepared for retail ensuring that stock levels are maintained and the food control plan is adhered to • Support and provide input to Eden Cafe Menu changes with Team Leader • Work carried out in a timely manner and to a satisfactory standard • All food is produced to the required specifications • Expectations of Team Leader is meet as to quality of finished products • Ensure that all stores and foodstuffs are unpacked and stored appropriately in the correct place and including at the right temperature and that they can be easily checked • Ensure that the food is protected from contamination by vermin • Ensure kitchen equipment and storerooms are maintained to a professional standard including cleaning and laundry • Ensure hygienic refuse/storage and disposal • Ensure the highest possible standard of hygiene and adhere to the Food Control Plan • Ensure uniform and personal hygiene is to the highest standards

	<ul style="list-style-type: none"> • Processing of dishes from all outlets as well as upkeep and standard maintenance of machinery and wash up areas as per specifications • Complete all requestioning and inventory records within guidelines • Ensure the production and service of hot beverages and food is to a high standard • Ensure all food and beverage stocks are regularly rotated • Ensure front of house (public) areas are kept to a high standard and are well maintained and resourced • All equipment kept clean and in good repair • Light maintenance duties required • Work may be carried out in multiple areas ie kitchen, café
Customer Service	<ul style="list-style-type: none"> • Service delivered complies to hygiene and Otago Polytechnic standards; • Service delivery is timely, efficient and professional ensuring guest satisfaction; • Delivery of functions internally and externally and picking up of dishes and equipment • A professional image is promoted at all times; • Menus are developed and planned depending on the requirement of the clients.
Observe principles and practices of Equal Employment Opportunity and Diversity	<ul style="list-style-type: none"> • Fair treatment in the workplace is delivered and observed
Fulfill Safety and Wellbeing responsibilities, accountabilities and authorities as outlined in Otago Polytechnic Safety and Wellbeing Policies	<ul style="list-style-type: none"> • Achievement of a healthy and safe work and learning environment • New and existing hazards will be pro-actively identified and managed • Incidents, accidents and occupational illnesses immediately reported • Safe work methods will be adhered to including the use of Personal Protective Equipment
Fulfill Information Management responsibilities, accountabilities and authorities as outlined in Otago Polytechnic Information Management Policy	<ul style="list-style-type: none"> • Create, maintain and store full and accurate records of activities, transactions, and decisions carried out in the course of daily business. • Records are to be disposed of only when legally authorised to do so, as per Disposal Authorities: DA424 and GDA 6 and 7 • Otago Polytechnic records are not to be created or maintained in any personal or private cloud storage services (e.g. DropBox)
Demonstrate organisation's values on a daily basis	<ul style="list-style-type: none"> • Alignment to organisation behaviours is adhered to ensuring consistency in approach and delivery of outcomes • Our values are consistently demonstrated.

Inherent Requirements:

Inherent requirements refer to your ability to:

- Perform the essential duties and functional requirements of the job
- Meet the productivity and quality requirements of the position
- Work effectively in the team or other type of work organisation concerned; and
- Do the job without undue risk to your own or others health, safety and welfare at work.

Key working relationships <i>Kā honoka mahi matua</i>	
Key working relationships <i>Kā honoka mahi matua</i>	Nature and purpose of contact <i>Te āhua me te take o te honoka</i>
Team Leader	Formal Leader. Provide assistance and seek instruction on a wide range of matters (both ways)
Functions and Catering and Te Pā Taurira teams	Skilled delivery, collegial support and advice, work distribution, peer discussions in a team environment.
All Schools/Colleges, Departments and Campuses of Otago Polytechnic	Provide advice and operational support. Seek feedback and input.
Ta Pā Taurira Residents	Liaise in a professional manner to ensure best customer service practice
Suppliers	Liaise with external stakeholders in a professional manner to ensure best practice outcomes

Decision making authority <i>Kā rakatirataka whakatauka</i>	
Decisions expected <i>Kā whakatauka tūmanako</i>	Recommendations expected <i>Kā taunaki tūmanako</i>
Prioritisation of work load and portfolio to bring about maximum organization benefit	Priorities agreed in line with team decision-making processes under the oversight of the Formal Leader
Approvals in accordance with the Delegations of Authority; sign off letter of appointment and variations as required.	Decisions and Expenses approved in line with budget and delegation in a timely and accurate manner. These are as per Otago Polytechnic policies as amended from time to time

Position dimensions *Kā āhuataka tūraka*

List the relevant financial and staffing dimensions for which this position is accountable.

- **Sales/revenue:** Nil
- **Budget:** Nil
- **Number of employees reporting directly:** Nil

Selection Criteria – Knowledge & Skills *Whakariteka Kōwhiritaka - kā mātauraka me kā pūkeka*

Essential:

- Experience in kitchen work especially large scale commercial cookery and function work
- Experience in front of house and/or waiting/bar work
- Experience in team situations
- Front of house knowledge and experience
- Time Management Skills
- Hygiene focused

Desirable:

- Knowledge of current food control systems including MAF
- Cooking experience

Selection Criteria – Education and Experience *Whakariteka Kōwhiritaka - kā kuraka me kā wheako*

- Working towards or completed a professional qualification in preparation of food and beverages and/or food and beverage service
- Clean full NZ Drivers Licence (manual)

- Food Safety qualifications
- Duty Managers Certificate would be an advantage

Personal Attributes *Kā Āhuatanga Whaiaro*

- Be an effective Te Tiriti o Waitangi partner by supporting the values and tikaka of mana whenua throughout your mahi
- Facilitative and collaborative leadership style
- High level of professional and ethical conduct
- Effective time management skills
- Initiative, enthusiasm and a positive attitude
- Proven ability to work under pressure.
- Flexible, responsive and customer orientated manner
- Problem solving skills
- Outcomes focused

This position description outlines the key accountabilities/ responsibilities and the selection criteria against which you will be assessed as suitable for the position. As such there will be specific job requirements that we refer to as Inherent Requirements.