

NAPIER CITY COUNCIL



Position Profile

KENNEDY PARK TOP 10 RESORT COOK

Responsible to:	Manager, Kennedy Park
Department:	Food & Beverage
Staff Directly Supervised:	Up to 2 Kitchen Hands plus up to 2 Cleaners
Total Staff Responsibility:	up to 4
Date of compilation:	16/11/2005, revised 13/12/2005
Job evaluation:	Grade TBA

Job Description - Agreed:

Job Holder: _____ Date: _____

Manager: _____ Date: _____

Manager – Tourism Services : _____ Date: _____

PURPOSE:

This position profile is designed to assist in your understanding of what is required to successfully complete your work. It is not designed to be a prescriptive all encompassing list of tasks. The Manager is appointed to manage the business in the best interest of Napier City Council. The Manager has the right to manage and the employee is required to follow the lawful directions of their manager.

To supply and promote the current catering services at Kennedy Park Top 10 Resort whilst participating in an on-going review of the facility and product offering in regard to any potential redevelopment.

“To be an effective member of the Kennedy Park team.”

Within the general function of this role, some specific tasks and responsibilities included in this Job Description may be amended by the employer from time to time, to reflect the on-going evolution of operational practices.

POSITION RESULTS AND KEY TASKS:**OPERATIONS:**

1. All guest contacts to be conducted with a view to promoting the catering services of Kennedy Park
2. To purchase food and beverage items for on-sale, conducting stock-takes, cost of sale assessments, setting selling prices and ensuring minimal wastage
3. Recipe and Menu design, concept, and costing
4. To prepare food items for functions and general catering bookings, and associated cleaning, pot and dish-washing where required
5. To liaise with our Functions Supervisor and other Kennedy Park Staff in relation to function and event organisation
6. To undertake out-catering where it brings a positive business effect, including to other Tourism Services business units
7. To ensure the cleanliness and maintenance of the kitchen and any other associated indoor or outdoor areas
8. To participate in and contribute to a review of the catering facilities at Kennedy Park and make recommendations for any change in future direction
9. To be aware of all identified hazards that may affect themselves, their fellow staff or guests, and that all accidents, near misses, and potential hazards are reported to the Front Office Manager or Park Manager. Any immediate hazards to be eliminated, isolated or minimised if it is safe to do so.

CUSTOMER SERVICE:

1. All guest and staff contacts to be cordial and welcoming, and to show Kennedy Park Top 10 Resort in a positive light.
2. Meet the required Kennedy Park Top 10 Resort levels of service as defined in the Kennedy Park service manual. A copy of this manual is kept in the Restaurant Office Area.

ADDITIONAL TASKS

1. General office, administrative and housekeeping tasks relating to the function venue and services, including any or all of the following:
 - Delegated merchandise ordering
 - checking of invoices
 - training new staff
 - liaison with Manager and Front Office Manager in regard to repairs, safety issues or any other matters
 - contacting contractors
2. Acknowledge guests at all times, and be available for guest assistance and enquiry
3. All purchases and service orders to be on official purchase orders and within allowable spending limits.

DIMENSIONS

- Kennedy Park can be a very busy accommodation facility, open 365 days per year and with a wide range of clientele expectations. Business is seasonal, with very high peaks throughout the year, and other times of low demand.
- Public holidays, special events, school holidays and the summer season are our busy times, and require staff to be available for rostered shifts, unless arrangements are made by prior approval.
- The position involves a lot of customer and staff contact, but employees may also be on their own in a sole charge situation
- Working hours are variable and flexible according to bookings and customer requirements

RELATIONSHIPS

Internal – Manager, Food & Beverage Co-ordinator, Front Office Manager, other Office staff, Housekeeping Supervisor and Assistant Supervisor, Ground staff, restaurant staff, housekeepers, Park guests.

External – Clients, contractors, suppliers, Tourism Services staff.

DESIRABLE EXPERIENCE, SKILLS AND PERSONAL ATTRIBUTES

Experience

- cooking in a commercial environment
- restaurant and function catering and front-of-house service
- function and conference set up
- wine and liquor service
- catering for youth groups and sports teams

Skills

- menu design and costing
- food preparation and presentation
- initiative, hygiene
- able to work on their own or within a team, self-supervised or under direction

Qualifications

- cooking qualifications (or equivalent work experience)
- General Manager's Licence desirable
- Driver's Licence desirable
- Relevant tertiary training in business or tourism

Personal Attributes

- reliable, healthy, honest
- assertive, confident, amiable
- attention to detail
- high standards of presentation
- to work as part of a team and as an individual.
- commitment to safe work practices

PERFORMANCE EVALUATION

The performance of the incumbent will be monitored regularly and feedback supplied. The evaluation will be carried out by Manager and/or Food and Beverage Co-ordinator.
