

**NAPIER CITY COUNCIL**



# **Position Profile**

## **KENNEDY PARK TOP 10 RESORT RESTAURANT WAITING STAFF**

**Responsible to:** Restaurant/Functions Support

**Department:** Food & Beverage

**Staff Directly Supervised:** 0

**Total Staff Responsibility:** 0

**Date of compilation:** 22/1/06

**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 assist with the catering services at Kennedy Park Top 10, including front of house service, bar, food preparation and general kitchen and restaurant duties.

“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. To assist the Restaurant/Functions Support Staff to operate the Kennedy Park Restaurant and Conference Centre in an efficient, professional manner, meeting or exceeding financial and other performance indicators.
2. To provide Front of House Service to restaurant and conference clients.
3. To prepare and/or present food and beverage items for on-sale, ensuring minimal wastage and high standards of hygiene and food safety.
4. To assist with out-catering where required.
5. To assist with the set up and operation of conferences, functions and events, including some dish-washing.
6. To ensure the cleanliness and maintenance of the restaurant and conference room, and any other associated indoor or outdoor areas.
7. 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 Safety Officer or 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 in a positive light.
2. To take food and beverage orders from guests, and general restaurant service.

**ADDITIONAL TASKS**

1. General housekeeping tasks relating to the function venue and services, including any or all of the following:
  - Delegated merchandise requests
  - checking of invoices
  - liaison with Restaurant Functions Support in regard to repairs, safety issues or any other matters.
2. Acknowledge guests at all times, and be available for guest assistance and enquiry.

## **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, 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, Front Office Manager, Office Staff, Housekeeping Supervisor and Assistant Supervisors, Ground Staff, Food & Beverage Co-ordinator, Restaurant Staff, Housekeepers, Park Guests.

### **External**

Contractors, Suppliers, Tourism Services Staff, Clients.

## **DESIRABLE EXPERIENCE, SKILLS AND PERSONAL ATTRIBUTES**

### **Experience**

- restaurant and function catering and front-of-house service
- function and conference set up
- wine and liquor service (desirable but not essential)
- catering for youth groups and sports teams

### **Skills**

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

### **Qualifications**

- General Manager's Licence desirable
- Driver's Licence desirable

### **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 formally evaluated on an annual basis. The evaluation will be carried out by the Food & Beverage Co-ordinator and/or Manager.