

NAPIER CITY COUNCIL



Position Profile

KENNEDY PARK TOP 10 RESORT

Second Cook.

Responsible to: Cook

Department: Food and Beverage

Staff Directly Supervised: 0

Total Staff Responsibility: 0

Date of compilation: 13/12/2005

Job evaluation: Grade N/A

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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, general kitchen and restaurant duties including cleaning.

“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 Cook to operate the Kennedy Park Kitchen and Restaurant in an efficient, professional manner.
2. To provide Front of House Service to restaurant, conference and takeaway 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 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 in a positive light.
2. Meet the required Kennedy Park Resort levels of service as defined in the Kennedy Park service manual. A copy of this manual is kept in the Restaurant office area.

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.
- Working hours are variable and flexible according to bookings and customer requirements

RELATIONSHIPS

Internal

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

External

Clients, Suppliers.

DESIRABLE EXPERIENCE, SKILLS AND PERSONAL ATTRIBUTES

Experience

- restaurant and function catering and front-of-house service
- function and conference set up
- cooking in a commercial environment

Skills

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

Qualifications

- Driver's Licence desirable

Personal Attributes

- reliable, healthy, honest
- assertive, confident, amiable
- attention to detail
- high standards of presentation
- ability 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.
