

## **JOB DESCRIPTION – Schedule B**

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|-------------------------------|-----------------------------|
| <b><u>Position:</u></b>       | Kitchen Hand                |
| <b><u>Location:</u></b>       | Skyline Rotorua             |
| <b><u>Department:</u></b>     | Kitchen                     |
| <b><u>Responsible to:</u></b> | Executive Chef / Sous Chefs |

### **Key Tasks:**

Assist in maintaining the highest standard of hygiene and sanitation in compliance with current legislative and company standards.

Assist in maintaining the smooth efficient day to day running of the kitchen.

### **Main Duties and Responsibilities:**

1. To ensure the efficient operation and optimum performance of the dishwashing machine.
2. Cleanliness of all kitchen – floor, walls, ceilings, storage areas.
3. To assist in the cleaning and maintenance of grills, ovens, fryers, hoods, mixers, stoves, brat pans and all other specialty kitchen equipment.
4. To perform any other duties as indicated on the daily cleaning roster.
5. To minimize breakages and other losses, through safe storage and handling practices.
6. To report all breakdowns and kitchen maintenance requirements.
7. To assist in the basic preparation of vegetables under the guidance of the Senior Chef.
8. To maintain a clean and safe vegetable preparation area.
9. Maintain high standards of personal, kitchen and food hygiene.
11. To comply with all established workplace Health and Safety policies.
  - (a) To be responsible for meeting and promoting established Health and Safety policies and practices.
  - (b) To be responsible for the completion of approved workplace Health and Safety documentation.
12. Ensuring delivery of service that support Skyline’s sustainability goals by:
  - (a) Ensuring recycling and waste management practices are carried out where possible.
  - (b) Maintaining your work area to an environmentally acceptable standard.  
Making suggestions for environmental sustainability

## Living Our Values

Skyline Rotorua is a leader in the New Zealand travel and tourism sector. We are successful because of the commitment of our staff towards our company's purpose; to share real fun with the world. We have three values that sum up how we communicate, behave, and work together to achieve our goals.

We're Skyliners. We're brave, we care, and we do everything we can to deliver real fun and make people smile.



- We're ambitious and bold
- We always challenge the status quo
- We demand the best and protect our values
- We lead by example



- We look after one another
- We value our guests and treasure their experiences
- We respect our environment and our community
- We build a safe space for ourselves and our guests



- We make growth happen
- We anticipate and welcome change
- We get on with stuff and always go above and beyond
- We own our actions and we inspire others to succeed

## Key Competencies

- Physically fit and able to stand for long periods of time
- Organised
- The ability to cope well under pressure
- Reliable and able to work unsupervised
- Able to work in a team
- Able to follow procedures
- Flexibility in tasks to be undertaken
- Able to maintain Skyline's safety standards

**General**

Any other duties, which are related to and consistent with the above Job Description as directed by the Executive Chef, or in their absence Sous Chef or Senior Chef.

Maintain a public image which is compatible with the highest possible standards whilst on the premises.

Ensure full confidentiality is maintained at all times.

Ensure all aspects of Skyline's mission statement are upheld.

Attend staff training, induction and other professional development as directed. Always wear correct Skyline uniform and ensure that it is clean/ tidy before your shift begins.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_