



## POSITION DESCRIPTION

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### Chef de Partie

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Te Puia is located in Rotorua within the Te Whakarewarewa Geothermal Reserve. Te Puia is the home of the NZ Māori Arts and Crafts Institute (NZMACI).

Te Puia is an iwi owned business that operates under the NZ Māori Arts and Crafts Vesting Act 2020. Te Puia generates most of its current revenues through visitor related activity. Te Puia has deep cultural legacies that it seeks to perpetuate, protect, and promote.

Te Puia seeks to be an employer who strongly supports the growth and development of its employees.

Te Puia strives to provide a supportive and proactive environment where employees gain satisfaction and enjoyment within their work environment and relationships while being well rewarded and recognised for their contribution.

### CONTEXT

It is always imperative that manuhiri remain a central focus - without manuhiri, Te Puia - the home of the NZ Māori Arts and Crafts Institute would not be able to operate successfully.

### TE PUIA VISION

To perpetuate excellence in Māori Arts, Crafts & Culture.

### TE PUIA VALUES

Manaakitanga - Whanaungatanga – Kaitiakitanga

## **TE PUIA PRINCIPLES**

|                              |   |
|------------------------------|---|
| <i>Teamwork:</i>             | Consistently demonstrate an unselfish commitment to working with others to create a collaborative culture.  |
| <i>Passion for Customer:</i> | A positive relationship through outstanding service with each and every interaction.<br><br>Understanding our manuhiri and what they want.        |
| <i>Integrity:</i>            | Upholding the highest ethical standards and promote trust and respect.  |
| <i>Excellence:</i>           | Exceeding expectations and taking intense pride in everything that we do every day.   |
| <i>Leadership:</i>           | Having the courage to rise above challenges through adversity that will inspire others.<br>Providing a supportive, safe, and healthy workplace.   |
| <i>Innovation:</i>           | Imagining what is possible and being brave. Fostering creativity that challenges constraints and drives progress.<br>Being adaptive and flexible. |
| <i>Guardianship:</i>         | Take care of the land, environment, and other assets for future generations.  |

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### **Position reports to:**

Executive Chef.

### **Direct reports to position:**

Nil

### **Key Relationships (Internal):**

GM Food & Beverage; Restaurant Managers; Kitchen team; Food & Beverage attendants.

### **Key Relationships (External):**

Food & Beverage sales representatives; Food & Beverage suppliers; Te Puia manuhiri.

### **Purpose of position:**

- At all times actively support and promote our Food & Beverage vision.
- To prepare, cook & safely store food in line with HASSAP safe food practices.
- Assist with employee training.
- To present yourself & our food to the standards explained to you by the Executive Chef.
- To deliver high quality, highly engaging and positive visitor experience to manuhiri.

### **Primary Duties & Responsibilities**

- Cook, prepare, and present food as directed by the Executive Chef.
- Assist in serving food to tables and buffet, where necessary.
- Assist in replenishing buffets.
- Impart knowledge and help train junior staff where necessary.
- Any other duties as directed by the Executive Chef.
- Plan menus in consultation with the Executive Chef.
- Plan and assist with the organisation of special functions in conjunction with the Executive Chef.
- Assist with food purchasing and online ordering using our PO system.

### **Key Role Outcomes**

- Food prepared to standards set by the Executive Chef.
- Maintain a clean, safe, and tidy work environment at all times in line with HASSAP safe food practices.
- Motivate and inspire kitchen staff with creative flair and ideas.
- Satisfied customers.
- Cost effective and productive work techniques.

### **Person Specifications**

- Hardworking, reliable, and trustworthy.
- Minimum culinary cookery diploma and at least five years previous experience in high volume commercial cooking environment.
- Good organisational skills with a high level of presentation.
- A passion for cooking and creative flair.
- Team player with the ability to work competently under pressure.
- Flexibility to work all shifts including evenings, weekends, and public holidays.
- Physically fit.
- Good knowledge of safe food practices.
- Some knowledge of Te Puia's core product offerings would be highly advantageous.
- Have exceptional and friendly attitude towards visitors.

### **Other Specifications:**

- *Creativity:* Develops innovative solutions to work related problems; identifies potential opportunities and ways to capitalize on them.
- *Relations with Others:* Is pleasant, cooperative, and gets along well with others. Keeps manager informed, reports problems promptly, and seeks guidance when needed. Develops and maintains a network of personal contacts within the organisation.

- *Self Confidence*: Asserts own point of view, even when it differs from others (e.g. manager's), shows confidence in own skills and capacity to complete tasks; seeks necessary resources for self and/or staff to work effectively.
- *Flexibility*: Adapts approach to fit with changing conditions, tasks, responsibilities, or people
- *Customer Service Orientation*: Is courteous, patient, pleasant, and helpful with customers; shows understanding for customers' concerns; takes actions to accommodate customer needs whenever possible.
- *Sensitivity*: Demonstrates an awareness of others' concerns, interests, and positions, and takes into consideration the impact that decisions and plans are likely to have on them.
- *Stability*: Performs stably while under pressure or in a changing work environment. Reliable.
- *Technical Skill/Knowledge*: Demonstrates sufficient level of understanding and skill in required technical area.
- *Written Communication*: Expresses ideas in writing clearly, with correct grammar and spelling, and in a well-organised way.
- *Verbal Communication*: Express ideas orally with clarity, appropriate grammar, pace, and nonverbal gestures; listens effectively.

### **Acknowledgement**

I have read and understand the duties and responsibilities required of me within this role. I will endeavour to ensure, at all times, that my actions and behaviours contribute to the success of this role and that I make a significant contribution to the growth and development of Te Puia, and that I will, at all times, promote and uphold the organisations core kaupapa, objectives and plans with integrity.

Employee: \_\_\_\_\_ GM VE | HR: DENISE EMERY

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

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