

JOB DESCRIPTION

JOB TITLE

KITCHEN HAND

REPORTS TO

EXECUTIVE SOUS CHEF

DEPARTMENT

FOOD & BEVERAGE - KITCHEN

POSITION OVERVIEW

Millbrook Resort is New Zealand's leading lifestyle resort. Our mission is to be recognised as world-class and achieve excellence in all aspects of our business.

The role is responsible for always providing outstanding service to all guests. Also, supporting the Chefs to ensure that all aspects of Millbrook's F&B outlets and functions receive excellent service.

SUCCESS PROFILE

- Previous experience preferred, however, not necessary as training will be provided.
- Great eye for detail and exceptional time management skills.
- Good verbal communication, coupled with a "can-do" attitude.
- Self-motivated to work independently, as well as a great team player.
- Must be physically fit, as the role requires manual handling.
- Resilient and able to respond to a variety of situations with a collaborative and flexible approach.
- Ability to work weekends and public holidays.
- Driver's license preferable, owing to our Arrowtown location and shift patterns – you must be able to make your own reliable way to and from work.

POLICIES & PROCEDURES

- Ensure compliance with licensing laws, Health and Safety at Work Act 2015 and other statutory regulations.

- Show commitment to driving environmental and sustainable practices day to day within the role.
- Confidentiality of guest information is always essential in line with Privacy Act 2020.
- Implement and adhere to resort policies and procedures.

KEY ACCOUNTABILITY

- Preparing food to a five-star standard.
- Working under supervision of the Chef of the day.
- Maintaining a high level of cleanliness and hygiene in all areas e.g. kitchen and server areas.
- Assembling and preparing ingredients for cooking, and preparing salads, savouries and sandwiches.
- Packing food and beverage trays for serving.
- Cooking, toasting, and heating simple food items.
- Cleaning all designated kitchen areas and kitchen utensils.
- Washing dishes.
- Undertaking further training and development.
- Assisting the Chef in the smooth running of the kitchen and helping to develop a profitable return for all food operations.
- Always ensuring a high standard of safety, hygiene, grooming and professional tidiness.
- Ensuring that all correct storage, safety, and surfaces of the kitchen environs are completed correctly.
- Ensuring garbage is disposed of quickly and correctly.
- Ensuring that all cleaning equipment and chemicals are used in accordance with manufacturers' specifications. If you are unsure, seeking correct advice and information.
- Reporting all breakages, damage or faults to Chef or Supervisor and ensure that all Health and Safety in the workplace issues are maintained as per legal specifications.
- Punctual, efficient, and always assuming a pleasing and helpful attitude towards superiors and fellow team members.
- Constantly striving to achieve excellent and friendly service.
- Never frequenting the kitchen area on/off duty unless in proper uniform.
- Preparing and cooking staff meals for team members.
- Participating as an effective team member and assist with extra duties within the department, when required.