



Job Description

Chef Manager

The purpose of the role is to manage the operation of the Village's kitchen and Divine Café, be responsible for the overall efficient and effective management of the on-site food services team and ensure a quality and person-centred service is provided to residents.

This job description provides an overview of the responsibilities and tasks of the role. You may be required to perform job related tasks other than those specified.



STRONG ENOUGH TO CARE



ONE TEAM






STRIVE TO BE THE BEST



BRINGING THE BEST OF LIFE

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| Business Unit | Operations |
| Department / Team | Village |
| Reporting Line | Village Manager |
| Contribution / Responsibilities | <p>People leadership</p> <ul style="list-style-type: none"> • Manage and develop direct report(s), including rostering, coaching, performance management & supporting career progression • Foster an inclusive team culture that works effectively with other village teams <p>Quality and improvement focus</p> <ul style="list-style-type: none"> • Ensure full compliance with the Food Control Plan, including identifying any risks and implementing corrective actions • Conduct regular kitchen audits and competency assessments to ensure quality is maintained at all times • Contributing towards Summerset's continuous improvement culture by identifying opportunities for improvement and raising them at village quality meetings, with recommendations for actions to take <p>Financial</p> <ul style="list-style-type: none"> • Understand and manage the financials for the kitchen and café by regularly managing and updating the workbook • Procure produce and stock within budget, with a view to minimising waste and unnecessary cost • Ensure on-charging costs are documented accurately and completely, and communicated to the Office Manager for billing • Report monthly financial information with village management and the Regional Food Lead <p>Cooking and meal service</p> <ul style="list-style-type: none"> • Cook and prepare delicious, high quality food for residents, strictly adhering to menus, dietary requirements and preferences (including ensuring the café offering is suitable and varied) • Ensuring all meals are presented well and at the correct temperature • Prepare catering for special functions and fine dining events • Demonstrate creativity with leftovers, food items on special, in order to maximise interest and revenue in the Divine Café <p>Managing inventory and kitchen equipment</p> <ul style="list-style-type: none"> • Ordering, receiving and managing stock, including rotation to minimise waste • Planning food orders, manage incoming inventory including checking use by dates, recording chilled product temperatures in Safe Food Pro, storing goods correctly <p>Ensure kitchen and kitchen equipment are clean and safe to use; work with the Property Manager to replace or repair equipment as required</p> |
| Health & Safety | <ul style="list-style-type: none"> • Be a proactive contributor to ensuring the health & safety of staff and residents in our cafés and kitchens, in keeping with Summerset's safety culture expectations • Maintain an environment of zero-harm and compliance with health and safety policies and procedures, identifying and notifying relevant stakeholders to any health & safety risks in the kitchen or café, including the upkeep of all kitchen equipment |
| Qualifications and Experience | <ul style="list-style-type: none"> • Hold the London City & Guilds or NZQA 75/1, 75/2, 75/3 or the New Zealand Certificate in Cookery (Level 4) as a minimum OR Certificate III, IV or a Diploma in Commercial Cookery • Minimum 4 years catering experience • Proven experience in managing successful teams in a similar environment • Demonstrate strong understanding of financials (profit & loss, budget) • Have, or be willing to get, an LCQ and Duty Manager certificate |

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| | <ul style="list-style-type: none"> • Knowledge of the Food Act 2014 and food safety standards • Comfortable using an iPad, ordering online, and updating information in Microsoft Excel • Able to empower a team by passing on culinary knowledge and experience • Able to follow and execute Food Safety plan, adhere to our standards and policies, and follow company procedures |
| Relationships | <ul style="list-style-type: none"> • Residents • Village Management • Kitchen Staff • Caregivers • Activities Coordinators • Regional Food Lead • Food Services Manager |
| Dimensions | <ul style="list-style-type: none"> • Managing site food services staff • Nil budget |
| Other | <p>This job description includes all the main duties and responsibilities of the role; however, you may be required to do other tasks and duties which would reasonably fall within the responsibilities and skills of the role.</p> |

| Values | | |
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|  STRONG ENOUGH TO CARE We treat our residents like family. We do what's right. We respect people as individuals. |  ONE TEAM We look out for each other. We take ownership and follow through. We share and listen to each other's ideas. |  STRIVE TO BE THE BEST We work hard. We like to win. We're always learning and improving. |