



Job Description

Chef

At Summerset, our Chefs ensure the production of high-quality and nutritious meals that meet the dietary requirements and preferences of our residents. They play a crucial role in efficiently delivering fantastic food experiences in the café and at events.

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



Business Unit	Operations
Department / Team	Food Services
Reporting Line	Chef Manager
Contribution / Responsibilities	Food preparation - Execute food preparation and meal plating according to established menus and resident dietary requirements and preferences, ensuring meals are presented well and at the correct temperature. - Collaborate with kitchen staff to coordinate meal preparation and service, maintaining efficiency during peak times. - Assist the Chef Manager in maintaining menu consistency and quality standards. Food Control Plan - Comply with the Food Control Plan, ensuring Safe Food Pro checklists are completed and up to date. - Raise any identified risks with the Chef Manager. - Contribute to being audit-ready every day, follow safety requirements and maintain high level of food hygiene at all times. - Ensure appropriate storage and food labelling. - Monitor inventory levels of food and kitchen supplies, communicating to the Chef Manager for replenishment as needed. - Provide support and guidance to kitchen staff regarding food preparation techniques and safety procedures. - Financial understanding - If procuring stock, purchase from approved suppliers and ensure spending within budget, keeping workbook up to date.
Health & Safety	- Follow the health & safety policies and procedures and conform to Summerset's safety culture expectations of an environment of zero-harm and compliance with health and safety policies and procedures. - Be proactive contributor to the health & safety in the kitchen and raise risks as soon as you are aware of them
Qualifications and Experience	- Relevant professional cookery qualification (or relevant NZQA qualification) Level 3 or higher - Experience working as a Chef preferred. - Food safety unit standards. - Financial acumen and budget management experience an asset. - Comfortable with computers, technology & basic applications. - Ability and willingness to coach and share knowledge with other members of team. - Strong knowledge of food preparation techniques, kitchen equipment and safety procedures. - Strong organisational skills and attention to detail - Ability to work collaboratively in a team environment. - Ability to work varied shifts, including weekends and holidays.
Relationships	- Village Management - Chef Manager - Kitchen Staff - Hospitality Leads - Hospitality Services Manager - Care and Memory Care teams - Residents - Village staff (Activities Coordinator, Property team)
Dimensions	- Nil direct reports - Nil opex / capex budget
Other	This job 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, at the request of the

Commented [SM1]: Care , Activities, property staff



	Chef Manager, Care Centre Manager, Village Manager or the Head Office Food Services team.
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Values		
 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.

