

JOB DESCRIPTION

Title	Café Chef
Based at	Papa Hou, Atawhai Café production kitchen
Reports to	Head Chef
Works with (internal)	All food and beverage staff of café and bistro Front of House and Events Supervisor EA Hotel & Hospitality and Bookings Coordinator
Works with (external)	General public Hotel Give groups/guests Black Box groups Other relevant contractors
Objective	Making a positive difference every day
Job Purpose	Delivery of high standard of service, food quality and presentation. Prepare and cook meals for the café cabinet, a la carte menus and functions/events. Maintain the hygiene of working and kitchen areas. Follow all the FCP guidelines.

Overview of Atawhai Café

Atawhai Café is located on the ground floor within Papa Hou and is situated close to the Botanic Gardens. The role of the chef is to prepare and cook food, ensuring that all food is of excellent quality, served in timely manner, whilst having a high standard of food hygiene compliance.

The Café is open from 7am until 8pm on the weekdays and 7am until 6pm on the weekends, but these hours can fluctuate, and the production kitchen is open for evening and weekend functions and events.

Key Tasks

- Delivery of high standard of service, food quality and presentation
- Prepare and cook food for the café cabinet, a la carte menus, functions and preschool
- Maintain hygiene of working and kitchen areas
- Food safety compliance and record keeping
- Maintain food standards with food storage, rotation and quality control
- Abide by all aspect of health and safety
- Ability to work well under pressure, handle fast paced environments
- Work well within teams
- Excellent communication skills
- Maintain all the food control plan documents

Core Skills and Qualifications Required

- Minimum 2 years' experience in a café, restaurant, bistro
- Baking experience
- Passion for food and industry trends
- Excellent knowledge of hygiene and safety in the workplace
- Have initiative and be self-motivated, reliability and a professional manner
- Ability to work well under pressure, handle fast paced environments and work well within teams

The Kind Foundation Statement on Child Protection

The Kind Foundation is committed to providing a child safe environment for all children who come into contact with us.

The Kind Foundation Statement on Career Development

The Kind Foundation tries wherever possible to allow staff to develop their skills in a planned way which allows them to progress to other roles if they aspire to.

Staff are encouraged to seek out professional development opportunities that enhance their learning and development, particularly where this improves their effectiveness in their role and/or provides them with more options for future career pathways within the organisation.

Performance reviews which include planning personal development occur at least once a year but should be an ongoing conversation between staff and their direct report.

Employee Signature

Date