

JOB DESCRIPTION

Title	Chef
Based at	Papa Hou, Atawhai Café production kitchen Number Six Bar & Bistro
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

Atawhai Café is a welcoming and community-focused café located in our Papa Hou Building, offering a selection of home-style baked goods, fresh sandwiches, salads, and seasonal specialties. With a strong emphasis on quality coffee and wholesome food, Atawhai Café provides a warm and inviting atmosphere for both locals and visitors. 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.

Number Six Bar & Bistro is a modern and casual dining destination located on the ground floor of Hotel Give, our 3.5 star rated hotel. Featuring a diverse food and beverage menu, including classic bistro favourites and chef-inspired dishes, Number Six aims to deliver great food, excellent service, and a relaxed yet refined dining experience. The Bistro is currently open 5 days, 4pm until late, but the days and hours can fluctuate depending on demand and season.

Key Tasks

- Deliver high standard of food quality, presentation, and services across all areas of Papa Hou & Number Six Bar and Bistro.
- Prepare and cook food for the café cabinet, a la carte menus, bistro dinner service and functions.
- Ensure all kitchen and work areas are always maintained in a clean and hygienic and organised condition.
- Comply with all food safety requirements, including accurate record keeping and adherence to the Food Control Plan.
- Maintain food standards through correct storage, stock rotation and quality control.
- Follow all health and safety procedures to ensure a safe working environment.
- Work effectively under pressure in a fast paced, multi service kitchen environment.
- Collaborate positively with team members to achieve smooth service and operational goals.
- Communicate clearly and professionally with colleagues, front of house staff, and management.
- Support the head Chef and Sous Chef in menu preparation, service and daily kitchen operations.

Core Skills and Qualifications Required

- Minimum 2 years' experience in a café, restaurant, bistro environment.
- 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 and independently.
- Knowledge of dietary requirements and allergen management.

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