



POSITION DESCRIPTION

Commis Chef

Te Puia is located in Rotorua within the Te Whakarewarewa Geothermal Reserve. Te Puia is the home of the NZ Māori Arts and Crafts Institute (NZMACI).

Te Puia is an iwi owned business that operates under the NZ Māori Arts and Crafts Vesting Act 2020. Te Puia generates most of its current revenues through visitor related activity. Te Puia has deep cultural legacies that it seeks to perpetuate, protect, and promote.

Te Puia seeks to be an employer who strongly supports the growth and development of its employees.

Te Puia strives to provide a supportive and proactive environment where employees gain satisfaction and enjoyment within their work environment and relationships while being well rewarded and recognised for their contribution.

CONTEXT

It is always imperative that manuhiri remain a central focus - without manuhiri Te Puia and /or NZMACI would not be able to exist.

OUR WHY

Toitū te ahurea Māori – Leaders in uplifting Māori culture.

TE PUIA VALUES

Mātauranga Māori - Taonga Tuku Iho - Manaakitanga - Whakanui

TE PUIA PRINCIPLES

<i>Teamwork:</i>	Consistently demonstrate an unselfish commitment to working with others to create a collaborative culture.
<i>Passion for Customer:</i>	A positive relationship through outstanding service with each and every interaction. Understanding our manuhiri and what they want.
<i>Integrity:</i>	Upholding the highest ethical standards and promote trust and respect.
<i>Excellence:</i>	Exceeding expectations and taking intense pride in everything that we do every day.
<i>Leadership:</i>	Having the courage to rise above challenges through adversity that will inspire others. Providing a supportive, safe, and healthy workplace.
<i>Innovation:</i>	Imagining what is possible and being brave. Fostering creativity that challenges constraints and drives progress. Being adaptive and flexible.
<i>Guardianship:</i>	Take care of the land, environment, and other assets for future generations.

Position reports to:

Executive Chef (with direction from Sous Chef and other senior chefs)

Direct reports to position:

Nil

Key Relationships (Internal):

GM Operations & Site Development; Food & Beverage Managers; Kitchen team; Food & Beverage attendants.

Key Relationships (External):

Manuhiri (visitors); Food & Beverage Representatives & Suppliers

Purpose of position:

To prepare, cook, and safely store food while maintaining high standards in hygiene and safety. You will contribute to a positive team environment, actively promote our Food & Beverage vision, and support Te Puia's cultural and culinary offerings.

Primary Duties & Responsibilities

- Prepare and cook dishes as directed by senior chefs, ensuring quality and consistency.
- Present and serve food in a professional and engaging manner.
- Assist in serving food to tables and replenishing buffets.
- Promote and adhere to safe food handling and storage practices in line with HASSAP standards.

- Support the planning and delivery of special functions and events.
- Participate in menu planning and share innovative ideas with the Executive Chef.
- Maintain a clean, safe, and organised kitchen environment at all times.
- Actively engage in employee training to enhance team performance.
- Uphold Te Puia's values in all interactions with colleagues and manuhiri.
- Any other duties as directed by the Executive Chef.

Key Role Outcomes

- High-quality culinary offerings that meet or exceed manuhiri expectations.
- A safe, hygienic, and efficient kitchen environment.
- Collaborative contributions to menu innovation and cultural integration.
- Positive feedback from customers and colleagues.

Person Specifications

- Culinary cookery diploma and at least one year of experience in a commercial kitchen.
- Passion for cooking with creative flair and attention to detail.
- Knowledge of safe food practices, including HASSAP standards.
- Familiarity with Te Puia's offerings and cultural context is advantageous.
- Strong time management, organisation, and multitasking abilities.
- A team player who thrives under pressure and adapts to changing priorities.
- Exceptional personal presentation and professionalism.
- Flexible availability, including evenings, weekends, and public holidays.

Other Specifications:

- **Creativity:** Develops innovative solutions to work related problems; identifies potential opportunities and ways to capitalize on them.
- **Relations with Others:** Is pleasant, cooperative, and gets along well with others. Keeps manager informed, reports problems promptly, and seeks guidance when needed. Develops and maintains a network of personal contacts within the organisation.
- **Self Confidence:** Asserts own point of view, even when it differs from others (e.g. manager's), shows confidence in own skills and capacity to complete tasks; seeks necessary resources for self and/or staff to work effectively.
- **Flexibility:** Adapts approach to fit with changing conditions, tasks, responsibilities, or people
- **Customer Service Orientation:** Is courteous, patient, pleasant, and helpful with customers; shows understanding for customers' concerns; takes actions to accommodate customer needs whenever possible.
- **Sensitivity:** Demonstrates an awareness of others' concerns, interests, and positions, and takes into consideration the impact that decisions and plans are likely to have on them.
- **Stability:** Performs stably while under pressure or in a changing work environment. Reliable.
- **Technical Skill/Knowledge:** Demonstrates sufficient level of understanding and skill in required technical area.
- **Written Communication:** Expresses ideas in writing clearly, with correct grammar and spelling, and in a well-organised way.
- **Verbal Communication:** Express ideas orally with clarity, appropriate grammar, pace, and nonverbal gestures; listens effectively.

Acknowledgement

I have read and understand the duties and responsibilities required of me within this role. I will endeavour to ensure, at all times, that my actions and behaviours contribute to the success of this role and that I make a significant contribution to the growth and development of Te Puia, and that I will, at all times, promote and uphold the organisations core kaupapa, objectives and plans with integrity.

Name: _____

Signed: _____

Date: _____