



## ROLE DESCRIPTION

<b>Title</b>	Chef	<b>Incumbent</b>	
<b>Reports to</b>	Services Supervisor	<b>Date of Last Review</b>	April 2015
<b>Team</b>	Operations – Base Services	<b>Location</b>	Antarctica
<b>Work Environment</b>	This role will require the incumbent to travel to Antarctica for an extended period which requires a medical clearance.		

### ORGANISATIONAL CONTEXT

Antarctica New Zealand operates in a hazardous environment where the management of safety and risk are critical to achieving the New Zealand Antarctic programme deliverables.

High standards of environmental care and responsibility are required in all our work.

The Base Services Team ensures an effective New Zealand presence in the Ross Dependency through the safe and efficient operation of Scott Base. They provide support to ensure that the day to day accommodation and welfare requirements of base and event personnel are met. Nutritional and varied meals are provided. The cleanliness of the base and associated equipment is maintained to the highest standard. Wherever possible, compliance with New Zealand legislation is sought in conjunction with any health standards and the Food Act of 1981.

### ORGANISATIONAL PURPOSE

Inspiring people to connect with Antarctica, through knowledge and collaboration.

### ROLE PURPOSE

The chef is responsible for providing nutritious, well-balanced meals to all personnel on base while operating the Scott Base kitchen and food stores efficiently.

### WORK OF ROLE

- Recognise and adhere to the Health and Safety, and Environmental Management Systems.
- Manage meal planning, preparation and service in conjunction with one other Chef (over the summer season). Ensure meals are healthy, nutritious and varied.
- Responsible for inventory management of the food stores and kitchen equipment. Provide assistance to the Services Supervisor for ordering resupply.
- Ensure the food safety plan is adhered to, including completion of the cleaning schedule and documentation of regular checks and measures.
- Adhere to Antarctic specific biosecurity and environmental priorities, including waste management, poultry handling procedures and minimising food waste.
- Supervise the kitchen domestic and provide tasks in addition to the kitchen domestic work plan (over the summer season).
- Understand the customers' nutritional needs and ensure that appropriate dietary requirements are catered for.

- Ensure meal options are available for customers outside of normal hours or when off site.
- Cater for special occasions and events that contribute to delivery of the Antarctic programme and community wellbeing.
- Proactively identifies community needs and contributes to the overall base community.
- Rostered duties on the Scott Base Fire Crew and other base tasks as required.
- Any other task assigned by the Services Supervisor.
- In addition, the Winter Chef will champion Biosecurity processes at Scott Base and manage the hydroponics unit during the winter.

## KEY CHALLENGES

- Living and working in a small, remote community for 5 – 12 months.
- Manual handling, shifting stores and physical demands of working on your feet all day.
- Managing shift work and maximising time off while most other staff are working.
- Compliance with Antarctic-specific biosecurity and environmental requirements.

## KEY FUNCTIONAL RELATIONSHIPS

<b>Internal</b>	<ul style="list-style-type: none"> <li>• Domestic team</li> <li>• Communications Operators</li> <li>• Scott Base Leadership Team / Winter Base Leader</li> <li>• Communications and Marketing Team</li> <li>• All Scott Base staff and customers</li> </ul>
<b>External</b>	<ul style="list-style-type: none"> <li>• US Antarctic Programme Personnel / McMurdo Kitchen team</li> </ul>

## MINIMUM CAPABILITY NECESSARY TO WORK TO ROLE

CAPABILITY AREA	DESCRIPTION
<b>Qualifications, Certificates and Memberships</b>	<ul style="list-style-type: none"> <li>• Have a NZ Trade Certificate or equivalent.</li> <li>• Hold a current NZ full class 1 driver's license and is an experienced user of manual vehicles.</li> <li>• Hold a current First Aid certificate (St John's workplace or equivalent).</li> <li>• Be certified as 'fit' for Antarctic employment by Antarctica New Zealand's Medical Assessor.</li> </ul>
<b>Knowledge, Skills and Experience</b>	<ul style="list-style-type: none"> <li>• Have at least five years broad post-qualification experience with a wide variety of menu types.</li> <li>• Possess good time management and planning skills.</li> <li>• Be computer literate with MS Outlook, Word and Excel.</li> <li>• Be able to supervise and direct kitchen hand.</li> <li>• Demonstrate a strong customer service focus.</li> </ul>
<b>Judgement, temperament and influence</b>	<ul style="list-style-type: none"> <li>• Ability to foster positive working relationships with a range of personalities.</li> <li>• Values open and honest communication.</li> <li>• Ability to work alone or in a team environment.</li> <li>• Demonstrate the ability to work efficiently under personal and general pressure and maintain a positive outlook.</li> </ul>

## ANTARCTICA NEW ZEALAND VALUES

To honour our obligation to Antarctica:

- We are passionate about what we do
- We care for each other and the environment
- We work together
- We act with integrity
- We aspire to the highest standards

## ROLE AUTHORISATIONS

I confirm that this Role Description accurately describes the work of the Chef:

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GM Operations

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Date

I accept this Role Description accurately describes the work of the role for which I am accountable:

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Chef

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Date