

# JOB DESCRIPTION

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JOB TITLE

HEAD CHEF

REPORTS TO

EXECUTIVE CHEF, EXECUTIVE SOUS CHEF

DEPARTMENT

FOOD & BEVERAGE - KITCHEN

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## POSITION OVERVIEW

Millbrook Resort is New Zealand's leading lifestyle resort. Our mission is to be recognised as world-class and achieve excellence in all aspects of our business.

The role is responsible for always providing outstanding service to all guests. Also, supporting the Executive Chef to ensure that all aspects of Millbrook's F&B outlets and functions receive excellent service throughout daily operational hours, ensuring that guest expectation levels are met and always exceeded, resulting in future return business.

## SUCCESS PROFILE

- Minimum of 2 years' experience in a similar role in a comparable environment.
- Previous budgetary experience.
- Excellent communication, time management and organisation skills.
- Management experience including training and motivating staff.
- Desire and passion to cook with fresh quality ingredients sourced from local producers.
- Willingness to push culinary boundaries and learn new skills.
- Ability to work weekends and public holidays.
- Relevant qualifications.
- Excellent food safety standards.
- Drivers Licence advantageous.

## POLICIES & PROCEDURES

- Ensure compliance with licensing laws, Health and Safety at Work Act 2015 and other statutory regulations.
- Show commitment to driving environmental and sustainable practices day to day within the role.
- Confidentiality of guest information is essential at all times in line with Privacy Act 2020.
- Implement and adhere to resort policies and procedures.

## KEY ACCOUNTABILITY

- Assist the Executive Chef with directing supervision of all staff and operations of the kitchen including kitchen daily briefings.
- Assist the Executive Chef with staffing requirements including hiring, disciplinary actions, performance reviews, staff development and training.
- Monitor budgets and cost related responsibilities in conjunction with the Executive Chef. Monitoring of daily revenue and expenditure in outlet and training and supervising necessary to keep wastage at a minimum.
- Assist the Executive Chef, Food and Beverage Manager, Conference and Marketing department with banquets, events, functions, and all kitchen operations.
- Monitor quality of supplies, knowledge of cost of all products used, monitoring fluctuations in prices.
- Compilation of Clubhouse, HIO Cafe and Millhouse menus and review menus when required.
- Overall Supervisor in Clubhouse, HIO and Millhouse in the Executive Chef's absence.
- Observe and revise guest reaction/comment to the food quality and presentation with the Executive Chef and the Food and Beverage Manager.
- Watch business fluctuation and changes of customer patterns closely.
- Action changes or replacement in equipment, fixtures, and procedures throughout the department.
- Consult with Food and Beverage Manager regularly to ensure harmony between service and kitchen staff.
- Conduct inspections of all kitchen areas at least twice a day, promptly correct deviations from performance and quality standards and enforce cleanliness and sanitation.
- Any further duties as requested by the Executive Chef.