

## POSITION DESCRIPTION & PERSON SPECIFICATION

<b>Position:</b>	<b>Head Cook – Starters Bar</b>
<b>Reports to:</b>	<b>Venue Manager</b>
<b>Direct reports:</b>	<b>Kitchen Staff</b>
<b>Indirect reports:</b>	-
<b>Tenure:-</b>	<b>Fixed term</b>
<b>Location:</b>	<b>Starters Bar, 157 Frederick Street, North Dunedin</b>
<b>Organisation:</b>	

The OUSA provides a diverse range of services to its 20,000 student members at the University of Otago. An autonomous body with registered charity status and independence from the University, OUSA offers activities and support to students including:

- A confidential support and welfare advice service, representation and advocacy
- Numerous recreation clubs and societies and the facilities to support these
- A varied events programme
- A student radio station (Radio One)
- An award-winning student magazine (Critic).

The OUSA Executive (the elected student members and governors of the Association) run campaigns and represents student views to the University and other external bodies.

OUSA's core responsibility is to engage its student members through services, events, representation and communication by way of a relevant, responsible, inclusive and engaging approach.

Structurally, OUSA is divided into 8 departments: Corporate support; Events; Communications and Marketing; Clubs and Socs; Critic; Planet Media Sales; Radio One and Student Support Centre.

With approximately 50 staff and many more volunteers, OUSA is a substantial organisation.

Managers of each department report to the CEO, who is responsible to the Student Executive for the overall management of the organisation.

Each of the departmental managers is responsible for the operations of their department, including staffing, financial management and service provision.

OUSA is a dynamic environment to work in – no two days are ever the same! We are an inclusive and supportive employer who values inputs from all staff.

**Position purpose:**

- To lead by example and ensure that kitchen staff are clearly directed and operate responsibly within the guidelines, policy & procedures of the venue
- To assist and provide quality customer service to patrons and foster a positive reputation for the venue
- To develop new recipes in order to keep the menu varied and appealing

**Areas of Responsibility**

<b>Area</b>	<b>Expected Outputs</b>
<b>People Management</b>	<ul style="list-style-type: none"> <li>• Provide staff training as required</li> <li>• Bring to the attention of and brief the Venue Manager around any day to day operational issues of concern</li> <li>• Foster a positive team environment within the kitchen</li> <li>• Manage kitchen shifts to ensure staff work together to provide a good customer experience</li> </ul>
<b>Financial Management</b>	<ul style="list-style-type: none"> <li>• Prepare and price menu in conjunction with the Venue Manager</li> <li>• Take responsibility for kitchen stock management, including replenishing and ordering stock as required, as approved by the Venue Manager</li> </ul>
<b>General Tasks</b>	<ul style="list-style-type: none"> <li>• Provide outstanding customer service</li> <li>• Ensure the team works well together and maintain a warm, welcoming environment</li> <li>• Develop new recipes and ideas to achieve a varied menu</li> <li>• Be familiar with all operational facilities within the kitchen, for example gas appliances and power supplies and ensure all operational facilities are powered off at the close of business</li> </ul>
<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>• Perform regular visual hazard checks of Starters kitchen facilities</li> <li>• Ensure kitchen operates as per regulatory requirements</li> <li>• Ensure identified hazards are reported to the Venue Manager to upkeep of the physical and electronic Starters hazard registers</li> <li>• Induct new kitchen staff into OUSA's health and safety policies and guidelines</li> <li>• Encourage co-workers to participate in health and safety</li> <li>• Check-in contractors performing work in the building</li> <li>• Where contractors are not on the Otago University approved contractors list assist the manager in vetting their health and safety systems</li> <li>• Take personal responsibility for engaging in OUSA's no-harm, health and safety culture</li> </ul>

	<ul style="list-style-type: none"> <li>• Be familiar with the hazard register for the work area that you work in</li> <li>• Communicate to the Venue Manager and colleagues any potential hazards that you identify that are not on the register</li> <li>• Be familiar with the location of first aid kits and qualified first aiders in the Association</li> <li>• Be familiar with and adhere to any health and safety plans</li> <li>• Ensure incident and accident forms are filled out for all incidents and accidents that you are involved in, and notify the pVenue Manager of these</li> <li>• Be proactive in identifying new health and safety initiatives within the department and the wider OUSA community</li> </ul>
<b>Delegated authorities</b>	<ul style="list-style-type: none"> <li>• Delegated financial authority for the purchase of kitchen supplies</li> </ul>

### Personal Attributes

<b>Working Collaboratively</b>	<ul style="list-style-type: none"> <li>• Ability to build and maintain professional and productive relationships</li> <li>• Ability to relate to a diverse range of people</li> <li>• Excellent written and oral communication skills</li> <li>• Communicates positively with colleagues across the OUSA to ensure a strong collegial culture within OUSA</li> </ul>
<b>Organisation</b>	<ul style="list-style-type: none"> <li>• Manages self, resources and workload to meet timelines</li> <li>• Is organised and keeps all files and documents in order</li> <li>• Ability to work independently and as part of the team</li> <li>• Ability to recognise when issues need to be escalated to the Bar Manager</li> </ul>
<b>Change</b>	<ul style="list-style-type: none"> <li>• Is flexible and resilient to meet the ever changing needs of the OUSA</li> </ul>
<b>Problem Solving</b>	<ul style="list-style-type: none"> <li>• Anticipates problems and proactively resolves them in an appropriate manner, escalating issues to the Bar Manager when appropriate</li> </ul>

### Qualifications and Experience

- Must hold a current Food Handling Certificate
- A minimum of 12 months experience