



The Kind Company
www.kindgrocer.nz
info@kindgrocer.nz

49 Vogel St,
Dunedin, 9016

@kind.grocer
@kindgrocernz

The Kind Company (Kind Grocer, Head Chef)

Reports To

The Head Chef will report to owners/directors

Job Overview

We are looking for an innovative and experienced chef to join our company.

You'll be responsible for planning, ordering, preparing, cooking, and presenting food to our customers.

You will need to be creative, develop new dishes, determine specials and put together delicious vegan takeaway options that feel fresh and exciting for our customers.

Responsibilities and Duties

- Preparing a food safety plan in accordance with DCC (Dunedin City Council) requirements until its completion and instigation
- Assisting in initial kitchen setup. (This may require coordination with contactors)
- Control and coordinate the working responsibilities of the kitchen (in part and not limited to) orders of equipment or ingredients according to identified shortages. Preparing cold, frying, grilling, and sautéing foods. Keeping work stations cleaned and organized. Following and creating recipes.
- To ensure that fresh and cooked food options are constantly updated, paying special attention to Grocer stock and seasonal availability.
- To ensure that sufficient stocks of required materials are being kept and stored in the correct conditions.
- To liaise with management daily regarding special requirements. VIP functions etc.
- To ensure that all statutory hygiene requirements are diligently followed
- To ensure that equipment maintenance problems are promptly reported and arrange for repairs when necessary
- To ensure all documents are passed to management in a timely manner for processing
- Oversee the work of subordinates if required
- To constantly update your knowledge and skills for the good of the establishment
- Help foster a climate of cooperation and respect between co-workers



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Language skills

- Ability to read, analyse, and interpret general business publications, technical procedures, manuals and statutory regulations.
- Ability to write reports, business correspondence, menus and recipes. (recipes will remain property of the establishment)
- Good understanding of useful computer programs (MS Office)
- Ability to effectively present information and respond to questions from owners, suppliers and or customers.

Educations and/or Experience including role requirements

- Degree in Culinary Arts
- 5 years culinary experience
- Extensive food knowledge with creativity and Up-to-date knowledge or culinary trends and optimized kitchen processes.
- Exceptional proven ability of kitchen management
- Ability in dividing responsibilities and monitoring progress if required
- Leadership and supervisory experience
- Knowledge of and comfortable with purchasing, ordering, receiving food, costing and inventory procedures.

Please email your CV to info@kindgrocer.nz by 12pm on Monday October 8th, 2018

The above statements are intended to describe the general nature and level of work being performed by the incumbent assigned to this role. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required. The Kind Company promotes an equal employment opportunity workplace. This job description does not create an employment contract, implied or otherwise.