

JOB DESCRIPTION TEMPLATES INFORMATION SHEET

A job (or position) description is a formal document that sets out in detail the requirements, responsibilities, expectations, person specifications, personal qualities, lines of reporting and general information relevant to the role. Job descriptions may also be referred to and/or attached to an employment agreement, and be used in evaluating the performance of employees. They should be revised as necessary or appropriate.

Hospitality New Zealand has prepared 14 Job Description Templates covering the following key positions in hospitality businesses:

- Bar Manager
- Bar Person
- Bottle Store Manager
- Chef D' Partie
- Counter Cook
- Doorperson / Security
- Head/Executive Chef
- Food and Beverage Manager
- Kitchen Hand
- Maitre D'
- Outlet Manager
- Restaurant Manager
- Sous Chef
- Wait Staff

These template job descriptions are intended as a starting point and should be customised to fit each individual operator's specific needs and circumstances. Please work through each section carefully, making adjustments to ensure they work for your business.

The division of tasks, responsibility and limits of authority differ between individual establishments. It is therefore essential that the job description templates are adjusted by adding and deleting various aspects to cover the requirements of a particular position. However, it is still desirable to maintain flexibility in job descriptions by not making them too rigid and specific.

If you do not tailor the job descriptions to your business they could lead to confusion, duplication of tasks and hinder the efficient operation of your establishment.

Furthermore, from an employment relations perspective, using job descriptions which do not match the actual requirements of particular positions in specific establishments could have serious consequences. For example, if a job description template fails to specify the limits of authority or is not sufficiently clear, it may be difficult to discipline a staff member even if they have acted beyond what you think is reasonable.

Your Regional Manager can assist you to use the Job Description Templates appropriately in your business.

**If you have any queries please contact your Hospitality New Zealand Regional Manager
0800 500 503**

POSITION TITLE	Kitchen Hand
OBJECTIVE OF POSITION	To provide support for the Head Chef in all areas of kitchen operation
REPORT TO	Head Chef or Nominee
RESPONSIBLE FOR	Nil
RELATIONSHIP WITH	Head Chef, other chefs in the kitchen, Wait Staff and suppliers
DUTIES AND RESPONSIBILITIES	<p><u>Cleaning</u></p> <ul style="list-style-type: none"> • Wash and clean utensils and dishes, return to the kitchen and make sure they are stored appropriately • Clean food preparation equipment, floors and other kitchen tools or areas • Clean up spillages when they occur • Dispose of rubbish • Ensure proper use of chemical/cleaning products and ensure they are stored appropriately • Follow all hygiene and Health and Safety regulations within the kitchen <p><u>Food Preparation</u></p> <ul style="list-style-type: none"> • Assist the Chef in the preparation and cooking of food, as required • Follow direction toward portion control, cooking standards and wastage <p><u>General</u></p> <ul style="list-style-type: none"> • Maintain a positive and motivated work ethic in the kitchen at all times • Handle, sort, store and distribute food items • Follow instructions from the Chef or nominee • Any other duties the employer may reasonably require
RELEVANT QUALIFICATIONS	<ul style="list-style-type: none"> • Level 1 National Certificate in Hospitality (Foundation Skills) • Level 1 National Certificate in Hospitality (Entry Skills) • Level 1 National Certificate in Hospitality (Introductory Cookery)
PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> • Enjoy practical work • Good hand-eye co-ordination • Able to work quickly and safely • Good personal hygiene • Free from skin allergies to foods and detergents • Good communication skills • Able to work as part of a team • Good time management skills • Honest and reliable
LIMIT OF AUTHORITY	•