

OROKONUI ECOSANCTUARY

Position Description

Position Title	Chef / Second in Charge
Location	Horopito Café, Orokonui Ecosanctuary
Reports To	Executive Chef
Employment Status	Part-time, permanent
Hours of Work	Guaranteed minimum 30 hours per week, rising to approximately 35 hours per week during peak season (November–April). Worked over four set days per week: every Saturday and Sunday, plus two further days selected from Thursday, Friday or Monday.
Rate of Pay	\$30–\$33 per hour, dependent on experience
Date	6 August 2026
Version	0.2 Final Draft

Purpose of Position

The Chef / Second in Charge is responsible for the day-to-day leadership and operation of Horopito Café, including food preparation, team leadership, and maintenance of service standards, consistent with the environmental and community values of Orokonui Ecosanctuary. The Executive Chef sets systems, menu direction, and provides support, but is not typically present for day-to-day service; the role is expected to run independently for most of its hours, including sole charge of the café on Saturdays and Sundays.

Key Responsibilities

- Deliver high-quality food and beverage offerings for café service, functions, and events
- Undertake food preparation, presentation, and customer service duties
- Lead the team's daily service, including oversight of barista/coffee standards, and maintain a positive workplace culture consistent with the values of Orokonui Ecosanctuary
- Run café operations independently for the majority of rostered hours, including sole charge of service, team, and premises on Saturdays and Sundays when the Executive Chef is not on site
- Maintain café equipment and report maintenance needs to the Executive Chef
- Ensure compliance with food safety, health and safety, and operational procedures
- Assist with catering and event delivery, including management of dietary requirements
- Undertake other duties as reasonably required, commensurate with the role

Key Relationships

- Executive Chef (direct report)
- Horopito Café team, including front-of-house and barista staff
- Orokonui Ecosanctuary staff and volunteers
- Café customers, visitors, and event clients

Qualifications and Experience — Essential

- Proven experience in quality food preparation and presentation
- A chef's qualification, or equivalent practical experience
- Sound baking skills
- Experience catering for dietary requirements
- Experience leading a café team
- Current food handling certificate, or willingness to obtain one
- Full driver's licence

Qualifications and Experience — Desirable

- Barista skills in a fast-paced service environment (training will be provided if not already held)
- Workplace first aid certificate

Skills and Personal Attributes

- Strong leadership and organisational skills, with the ability to lead, inspire, and manage a small team
- Ability to maintain consistently high standards of customer service, food presentation, and safe food handling
- Self-motivated, reliable, and able to work with minimal supervision
- Commitment to environmentally responsible practices and sustainability
- A good level of physical fitness, consistent with the physical demands of the role

Availability Requirements

- Availability every Saturday and Sunday is a requirement of this role
- Occasional evening work may be required to support events and functions outside standard café operating hours (10am–3pm, Thursday to Monday)

General

This position description outlines the general nature and level of work performed by the employee in this role. It is not intended to be an exhaustive list of all duties and responsibilities.

This position description may be reviewed and amended from time to time in consultation with the employee, in line with the operational needs of Orokonui Ecosanctuary.