



The Team at PURE New Zealand Ice Cream have a simple mission - to create only the purest and most natural ice creams, giving Kiwis and our visitors reassurance they are tasting delicious ice creams made from the best produce New Zealand has to offer.

POSITION DESCRIPTION

Artisan Ice Cream Maker

Section A

POSITION	Artisan Ice Cream Maker
REPORTING TO	Anna Howard, Head of Production (HOP)
LOCATION	78 Anderson Road, Wanaka 9305
HOURS OF WORK	The role is full-time for around a minimum of 32 hours per week. The working hours will typically be between 7am to 3:30pm on Monday to Friday and may include occasional weekend days if that suits both parties. The actual days and hours will be agreed between the employee and the Head of Production by mutual agreement.

Section B

POSITION OBJECTIVE

This role is to work with other Team Members to produce, package and dispatch our award-winning frozen products.

RELATIONSHIPS

Internally

- Anna Howard (Director and Head of Production)
- Brian Thomas (Commercial & Financial Director)
- Ice Cream Makers
- Casual Team Members
- Linzi Ebbage-Thomas (Non-Executive Director)

Externally

- Delivery and service personnel
- Visiting customers
- Suppliers



Section C

KEY TASKS

- Assemble ice cream mixes for heat treatment (weighing, measuring and following recipes)
- Assemble gelato and sorbet mixes into buckets (weighing, measuring and following recipes)
- Prepare inclusions, e.g. dates, figs, blackcurrant and mango
- Ensure that all ice cream inclusions are prepared to a high quality e.g. all stalks removed
- Make, cut and coat Hokey Pokey
- Prepare additions used in the ice cream-making, such as caramel, kaffir lime and ginger mix, inverted sugar mix and mascarpone
- Taste ice cream mixes to ensure the recipe has been followed correctly
- Churn ice cream and accurately fill containers (110ml, 500ml, 1lt, 5lt and 10lt), so they are at the correct volume and presented cleanly and perfectly
- Assemble, disassemble and clean churns
- Keep records for all functions of the operations of the kitchen, including but not limited to entering, checking and receiving of inward goods, production log, cleaning schedules, temperature recording, pest control, etc.
- Manage stock levels and rotation of best before dates in the freezers and chiller
- Manage stock rotation and ordering of dry goods and ensure correct shelving of produce
- Ensure that the kitchen remains gluten and nut free
- When making dairy-free ice cream, ensure all machinery, crockery and cutlery has no dairy contamination
- Sort and organise recycling
- Label and date tubs and lids
- Pack products
- Dispatch goods, help load the truck, etc.
- Operate forklift, when licensed and if required
- Follow correct procedures for machine and equipment clean-down and storage
- Assist with product development and new recipe ideas - make accurate documentation/recipes
- Assist in writing Standard Operating Procedures, as required
- Assist in the training of Production Assistants and Casuals, as required
- Follow all procedures in adherence to the export Risk Management Plan for PURE NZ Ice Cream

Section D

PERSON SPECIFICATION

You need to be truly passionate about producing something very special. The role would suit someone who has:

- The ability to fit into a busy, skilled team
- Good numeracy and literacy
- A commitment to a minimum of 32 hours per week from Monday to Friday
- A high level of personal hygiene
- The ability to safely lift heavy loads up to 20kg

The Ice Cream Maker will need to be a hard worker, be able to fit in, be adept at food production and be able to work accurately in a regulated export dairy production environment in a physical and often dynamic workplace.

PERSONAL ATTRIBUTES

The person in this role will need to be able to demonstrate the following personal attributes:

Reliable

- Fulfils responsibilities
- Under-promises and over-delivers
- Does what they say they will do
- Follows up as a duty of care
- Is organised and methodical in their approach

Self-aware

- Continually seeks and takes on feedback from others
- Is clear on others' expectations of them
- Understands the impact their behaviour has on others
- Remains humble

High-speed learner

- Challenges their own ability
- Has a fixation for new learning
- Applies learning to achieve results quickly

Driven by achieving results

- Is driven to achieve the very best outcome possible
- Seeks and achieves challenging performance opportunities
- Stays focused to achieve goals

Relentless Attention to Detail

- Takes a diligent and precise approach
- Is attentive to detail
- Has a good memory

Adaptable

- Sees others' views and modifies behaviours and messages appropriately
- Adjusts effectively and maintains effectiveness when experiencing changes

Builds and maintains relationships

- Displays empathy
- Builds trust
- Operates with integrity and maintains confidentiality when required
- Supports others

Passion

- Their work is a way of life and not a job
- Demonstrates massive enthusiasm and energy – lives and breathes their work