



Role Description

Title	Field Camp Cook	Incumbent	
Manager's Title	Programme Support Supervisor	Date of Last Review	4 December 2022
Team	Field Operations	Location	Kamb Ice Stream, Antarctica
Work Environment	This role will require the incumbent to travel to Antarctica for an extended period which requires a medical clearance.		

Organisational Context

Antarctica New Zealand is a Crown Entity established on 1 July 1996 under the New Zealand Antarctic Institute Act to develop, manage and execute New Zealand's activities in respect of Antarctica and the Southern Ocean.

Our key activities include facilitating scientific research in Antarctica, protection of the environment and raising public awareness of the global significance of the continent and surrounding Southern Ocean.

Antarctica New Zealand operates in a hazardous environment where leadership and the management of safety and risk are critical to successfully achieving the New Zealand Antarctic programme deliverables. The highest standards of environmental care and responsibility are required in all tasks.

This role is based at a deep field camp on the Kamb Ice Stream approximately 1100km south east from Scott Base. The camp will be operational for approximately 40 days and cater for up to 25 people including a hot water drill team, scientists (both NZ & US), camp staff, and traverse team. Operations will be 24/7 for a period of time. The camp will be serviced by a ground-based traverse and fixed wing aircraft and will consist of a large dining/kitchen tent, two science tents, a drill tent and individual sleeping tents. There will also be three Pisten Bullys, several skidoos and two 10kVa generators. Antarctica New Zealand camp staff will comprise the Camp Cook, a Camp Manager/Medic, a Camp Mechanic and a general camp support role.

In addition to the work in the field, there will be a requirement to complete pre-season training, assist with pre-field deployment preparation, complete pack down and clean up once back from the field, and write-up end of season reporting and inventories.

Our Goal for New Zealanders

New Zealand continues to play an influential role in the kaitiakitanga (guardianship) of Antarctica and the Southern Ocean as a natural resource devoted to peace and science.

Role Purpose

To plan, coordinate and prepare the safe and efficient delivery of the field camp's food requirements.

To work with other camp staff to assist with general camp duties including management of waste, and covering medical and other duties.



Work of Role

- Fulfil accountabilities as documented in the Health, Safety and Environmental Management Systems including proactive management of risks and resources to prevent harm.
- Help maintain a clean and safe work and camp environment.
- Work with camp staff, drill team and science team members to ensure a safe, successful & sustainable operation.
- Plan camp meals with the food supplied to ensure adequate food is provided to camp personnel with minimal food waste.
- Coordinate the camp kitchen and meal preparations for camp personnel around drilling, logistics and science operations, periods of which may be 24 hour operations.
- Maintain a safe, tidy and hygienic camp kitchen.
- Maintain food stocks to ensure key items do not run short.
- Work with camp staff to coordinate a roster for meal preparation by other team members to ensure workload is sustainable and rest is achievable.
- Assist and support with general camp duties including waste management, potable water production, weather observations, communications, medic, fire and Search and Rescue duties.
- Contribute to creating high performing functional and cross-functional teams using the "Team Process" model.
- Proactively support community needs and contribute to the overall camp and base community.
- Use Discovery (our document management system) to create and maintain accurate and complete electronic records of activities as required (e.g. inventory, camp report).
- Any other tasks assigned by the Programme Support Supervisor or Project Manager.

Key Challenges

- Ensuring safety of the team through best practice.
- Living and working in a small, remote community for an extended period with limited opportunity for resupply.
- Working with the pre-planned food supplies and kitchen set-up.
- Remote field location posing logistical and environmental constraints requiring can do approach with good problem solving.
- Pressure on family and other close relationships due to limited means of communication.
- Managing work hours with flexibility to help achieve the overall project objectives, whilst also maintaining sustainable working hours.
- Maintaining professionalism and high standards to deliver quality support when under operational pressures.

Key Functional Relationships

Internal	<ul style="list-style-type: none"> • Programme Support Supervisor (PSS) • Operations Solutions Manager • Other camp and traverse staff • Scott Base Leadership Team (SBLT) • Scott Base staff
External	<ul style="list-style-type: none"> • Science team including NZ & US participants. • Drilling team



Minimum Capability Necessary to Work to Role

Capability Area	Description
Qualifications, Certificates and Memberships	<ul style="list-style-type: none"> • Food Safety & Hygiene certificate (US 20666). • Holds current first aid qualification (US 6401/6402) or preferably an advanced level certification (Pre-Hospital Emergency Care or equivalent). • Hold current full Class 1 New Zealand driver licence. • Be certified as 'medically fit' by Antarctica New Zealand's Medical Assessor.
Knowledge, Skills and Experience	<ul style="list-style-type: none"> • Experience in kitchen and food planning, management and cooking in remote field camps. • Previous search and rescue experience (desirable). • Experience of living and working in remote areas and in group situations. • Previous Antarctic field experience or working in a cold weather environment. • Confident communicator. Must be able to communicate critical issues ahead of time before they become an issue. • General camp craft and snow craft experience (desirable). • Competent user of Microsoft tools (Word, Excel) to maintain accurate records. • Understanding of and commitment to learning about tikanga and Treaty of Waitangi principles.
Judgement, Temperament and Influence	<ul style="list-style-type: none"> • Strong culture of safety at all times. • Systematic and organised with the ability to be adaptable to change. • Ability to foster positive working relationships with a range of personalities. • Ability to work effectively independently without direct supervision as well as in team environments. • Highly motivated. • Good self-awareness with regards to managing stress and fatigue.

Antarctica New Zealand Values

To honour our obligation to Antarctica:

- We are passionate about what we do
- We care for each other and the environment
- We work together
- We act with integrity
- We aspire to the highest standards



Role Authorisations

I confirm that this Role Description accurately describes the work of the Field Camp Cook:

GM Antarctic Operations

Date

I accept this Role Description accurately describes the work of the role for which I am accountable:

Field Camp Cook

Date

File Name: 2022 Field Camp Cook RD.docx