

Job Description
Kaitunu kai - Cook
Little Citizens Early Childhood Centre (0.75)



Relationships

- Reports to : Kaiwhakahaere Chief Operations Officer
- Supervises and Directs : None
- Other internal relationships :
Little Citizens Family / Whanau Coordinator
Little Citizen Staff
Other Mission staff
- External relationships : External suppliers

1. Primary Function

Planning for and cook appetising and varied menus for young children each day which supports achieving a Healthy Heart Award.

2. Key tasks

- Prepare meals for preschool – morning tea, lunch, afternoon tea and dinner.
- Prepare meals for special occasions – Matariki, Christmas dinner and special person morning/afternoon teas.
- Create, maintain and implement cleaning and maintenance schedule in accordance with Dunedin City Council guidelines.
- Budgeting and purchasing of all food for the Centre with accuracy and minimising overruns.

3. Other Tasks

- Maintain sanitary food-handling practices.
- Update and maintain a food diary as required by the Dunedin City Council.
- Update and monitor Civil Defence emergency resources every six months.

4. General

Other daily responsibilities may include duties such as cleaning, laundry, washing, restocking, ordering food and providing cover in the classrooms as required.

- Ensuring confidentiality of all record keeping.
- Carrying out any other duties as requested by the Operations Leader.
- Abide by The Methodist Mission policies and procedures at all times.
- Provide advice to the Kaiwhakahaere on any issues of concern.
- Meet with the Kaiwhakahaere regularly for the purpose of monitoring workflow and workload.

5. Person Specification

- Excellent time management skills.
- A high level of hygiene practices.

- A passion for cooking and baking.
- A food handling or safety certificate is preferred.
- A passion for providing nutritious quality food for young children and an understanding of Healthy Heart Award.
- Basic understanding of Te Reo Māori and Tikaka with a willingness to upskill further
- A commitment to working for a bicultural organisation
- Current drivers licence.
- Honesty and integrity.
- Maturity and resilience.
- Able to work on own.
- Able to work in a team.

6. Authorisation of Job Description

A handwritten signature in blue ink, appearing to read 'A. Lane'.

Kaiwhakahaere:

Date: 03 September 2019