

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



**Relationships**

Reports to	:	Operations Leader
Supervises and Directs	:	None
Other internal relationships	:	Practice Leader 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 Operations Leader on any issues of concern.
- Meet with the Operations Leader 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



Operations Leader:

Date: 03 September 2019