

A wānanga provided in section 162(4)(b)(iv) of the Education Act 1989, is characterised by “teaching and research that maintains, advances and disseminates knowledge and develops intellectual independence, and assists the application of knowledge regarding āhuatanga Māori (Māori tradition) according to tikanga Māori (Māori custom)”.

Tūranga <i>Position</i>	Kaitautoko (Cook) Early Learning Centre (ELC)	
Wāhanga <i>Department</i>	Aramātauranga - Puna Whakatupu	
Takiwā / Rohe <i>District / Region</i>	As per your letter of offer	
Wāhi Mahi <i>Location</i>	As per your letter of offer	
Whakatau ki <i>Reports to</i>	Puna Manager	
Māka Pūtea <i>Salary Grade</i>	AL2	
Māngai Pūtea <i>Financial Delegation</i>	n/a	
Wā Roanga <i>Tenure</i>	As per your letter of offer	
Ngā Rōpu Whaihua <i>Functional Relationships</i>	<u>Internal</u> Puna Manager Puna Kaimahi Tamariki (children) who attend ELC	<u>External</u> Visitors Parents

Pūtake Tūranga - Role Purpose
To prepare and cook food with children in mind, to maintain a high standard of cleanliness in the kitchen and to be responsible for the preparation and cooking of a well-balanced and nutritious children menu for morning snacks, lunch and afternoon snacks

Key Performance Indicators	Success Factors
Clean and inspect cooking equipment, kitchen appliances, and all work areas are clean	All equipment are inspected on a daily basis, cooking areas are kept clean and in a tidy state
Operate and use cooking utensils and equipment	Staff are fully conversant in the operation of all cooking utensils and equipment
High standard of hygiene and safety are maintained	TWOA health and safety standards are followed
Order, purchase and store food appropriately	Food is ordered, purchased, collected and stored appropriately; and reported to the ELC manager
Interaction with Children	Patience when dealing with children, responds to their requests in a kind and loving manner.
Recognise and address circumstances to prevent unhealthy or unsafe situations	<ul style="list-style-type: none"> Adherence to all Safety and Wellness policies and Procedures. Faults are reported immediately to relevant personnel
Any other duties as and when required	Positive Can do attitude

The employee shall be required to exercise all their skills and knowledge in the achievement of the position objectives and to follow any current or future procedures and policies related to achieving the objectives.

The responsibilities and expectations outlined in this position description may alter as business needs change. In addition specific objectives and outcomes will be agreed to with the kaimahi's manager on an annual basis at performance review.

Qualifications and Experience

Qualifications:

- Food handling or basic food safety certificate

Experience:

- Two – three years' experience in a similar role
- Two years' experience working unsupervised in a kitchen

Āhuatanga Māori:

- Ability to greet and acknowledge in te reo Māori
- A Basic understanding and respect for Tikanga Māori

Technical Skills: Are the specialised skills and abilities required for a particular role

Ability to make a variety of child portion size meals that are nutritionally balanced and appealing

Ability to cook between 30 – 60 child portion meals

Ability to operate and use cooking utensils and equipment

Knowledge and ability to work with all commercial kitchen equipment

Knowledge of appropriate cleaning methods and use of equipment

Behavioural Competencies

Behavioural Competencies are the role specific behaviours and attitudes required by kaimahi (staff) to be successful in their roles

<u>Creating & Maintaining Quality Spaces</u> Listening – Practices attentive and active listening; has the patience to hear people out Customer Focus – Displays a willing, can do attitude	<u>Reciprocal Responsibilities</u> Dependability- Responsible for meeting deadlines and follows through to get things done
<u>Leadership & Responsible Stewardship</u> Time Management - Completes tasks as in the specified timeframes Independence – The ability to work autonomously, to make the right decisions and to manage self.	<u>Holistic Wellbeing</u> Cooperation- Works cooperatively as a member of a team, proactively sharing knowledge and information; Flexibility- Willing to fulfil activities as requested by the manager