

A wānanga as provided under section 398D of the Education and Training Act 2020, is characterised by “Māori, and have been instrumental in establishing; a wide diversity of teaching and intellectual endeavour that is closely interdependent; associated with higher learning; and are kaitiaki of mātauranga Māori, te reo Māori, and tikanga Māori within the tertiary education sector. A wānanga positions themselves within the networks of indigenous tertiary institutions across the world and contribute to the setting of international indigenous standards of teaching and intellectual endeavours”

Tūranga <i>Position</i>	Kaitautoko Cook – Puna Reo Cook- Puna Reo (ELC)	
Uepū / Wāhanga <i>Department</i>	Rangatahua / Puna Whakatupu	
Takiwā / Rohe <i>District</i>	As per Letter of Offer	
Wāhi Mahi <i>Location</i>	As per Letter of Offer	
Whakatau ki <i>Reports to</i>	Puna Manager	
Māka Pūtea <i>Salary Grade</i>	Allied Level 5	
Māngai Pūtea <i>Financial Delegation</i>	N/A	
Wā Roanga <i>Tenure</i>	As per Letter of Offer	
Ngā Rōpu Whaihua <i>Functional Relationships</i>	<u>Internal</u> <ul style="list-style-type: none"> • Puna Manager • Puna kaimahi • Tamariki who attend Puna • Other TWoA kaimahi 	<u>External</u> <ul style="list-style-type: none"> • Ngā Mātua • Whānau • Manuhiri • Suppliers

Pūtake Tūranga - Role Purpose

The primary function of the Kaitautoko | Cook – Puna Reo is to plan, purchase resources and prepare a nutritionally balanced daily menu for tamariki for morning snacks, lunch and afternoon snacks that meets the needs of National Programme Level 2 of the Food Act 2014, Food Regulations 2015 and Education (Early Childhood Services) Regulations 2008. The Kaitautoko will also maintain appropriate Health and Food Safety Standards.

At times incumbents may be required to provide support across all areas and may be required to assist in contact where tamariki and kaiako ratios are insufficient to meet Puna requirements.

Key Performance Indicators	Success Factors
<p>Menu Planning and Meals</p> <ul style="list-style-type: none"> - Plan, purchase, prepare and deliver nutritionally balanced meals and snacks for tamariki - Prepare and deliver meals and snacks that are safe for consumption - Develop a menu that caters to a range of dietary requirements - Rotate the menu regularly with consideration to seasonal food availability - Display and retain menus as regulated - Undertake grocery shopping for planned menus that are within budget - Minimise food waste and implement sustainable food practices to prevent waste - Support teachers to provide opportunities for tamariki to contribute in the preparation of kai as part of curriculum programme delivery 	<ul style="list-style-type: none"> - Meals and snacks are delivered on time and well presented. - Different cultural practices to do with food and hygiene are reflected in the practice - Tamariki allergies displayed with up to date information and eating preferences are recorded, understood and recognised in menu planning. - High-risk choking foods are altered in texture, size and shape or avoided in meals for tamariki - A high standard of personal and workspace hygiene is adhered to when preparing and serving food. - Sound knowledge of nutritional and high-risk food guidelines are used to create menus which meet the varying ages and development stage of tamariki - High risk foods are altered in size and texture, or excluded from the menu - Menus are rotated at least 4 weekly and reviewed each term to reflect seasonal availability of foods - Menus are visible for whānau and retained on file for 3 months in accordance with the ECE regulations - Changes to the menu are documented - Grocery shopping is completed as required and purchases are within budget - Ingredients are ordered/purchased, collected and stored appropriately - Sustainable food practices include use of produce from the vegetable garden and fruit trees on site - Quantity of meals reflects the number of tamariki booked to attend - Tamariki are a part of meal preparation alongside teachers - Curriculum cooking ingredients are accessible to kaiako.

<p>Hygiene and Standards</p> <ul style="list-style-type: none"> - Comply with all Early Childhood Regulations 2008, TWA standards, National Programme Level 2 of the Food Act 2014 and Food Regulations 2015 - Demonstrates a sound understanding of the Food Act 2014, Food Regulations 2015 and procedures of Puna Whakatupu. - - Operate the kitchen to a high standard of order and hygiene as set out in the National Programme Level 2 standards. - Maintain the food preparation and service areas and equipment. - Clean and inspect cooking equipment, kitchen appliances and all work and dining areas - Promote and maintain high standards of hygiene in food preparation, presentation, environmental and personal - Complete required documentation daily in accordance stipulated Standards, Regulations and Acts - Wash, fold and put away kitchen laundry 	<ul style="list-style-type: none"> - Early Childhood Regulations, TWA standards, National Programme Level 2 of the Food Act 2014 and Food Regulations 2015 evidenced in everyday practice. - Meet all food verification requirements at 3 yearly audits. - Responds to the questions of the verification auditor with knowledge of the Food Act 2014, Food Regulations 2015, and procedures of Puna Whakatupu. - Documentation is ready for presentation to the verification auditor on inspection. - Transport, storage and cooking temperatures for high risk foods are recorded - Food and kitchen appliance related incidents are managed, recorded and reported to manager. - Food is hygienically and safely handled, prepared and stored in accordance with best practice - Kitchen cleaning schedule is developed and reviewed as required. - Equipment and food preparation and dining areas are kept clean and inspected for issues/hazards - A high standard of personal and workspace hygiene is adhered to when preparing and serving food. - Documentation is completed in accordance with all regulations and best practise guidelines - Kitchen laundry is done daily
<p>Relationships</p> <ul style="list-style-type: none"> - Use positive and appropriate language and communication when interacting with tamariki, whānau and kaimahi - Demonstrate respect for the different cultures of tamariki and whānau - Work collaboratively with internal and external stakeholders to innovate and develop appropriate tamariki menus and kai routines - Supports colleagues basic understanding of food safety and hygiene 	<ul style="list-style-type: none"> - Patience is demonstrated when dealing directly with tamariki and their requests are responded to in an appropriate manner reflective of TWA values and kaupapa - All cultures are treated in an appropriate manner reflective of TWA values and kaupapa - Collaboration is evidenced by appropriate menus and routines suitable for all tamariki identifying individual tamariki and curriculum requirements

<ul style="list-style-type: none"> - Maintain the highest standard of personal and organisational integrity so that TWoA's reputation is positively enhanced - Act according to a clear set of ethical principles aligned with TWoA Ngā Uara and challenge behaviour which does not meet ethical standards 	<ul style="list-style-type: none"> - Safe food handling and hygiene information is displayed in kitchen area. - Induct casual staff in the use of the kitchen equipment and provide basic training for food safety and hygiene. - Delivers basic training for food safety and hygiene with kaimahi at one staff hui annually. - Evidence training provided documented and retained for National Programme 2 audit verification requirements. - Action occurs with the full knowledge of effect on all parties and the strategic goals and outcomes for TWoA and taura success - Behaviours demonstrate the highest standard of personal and organisational integrity that promotes credibility of self and TWoA
<p>Kaupapa Matua</p> <ul style="list-style-type: none"> - Te Wānanga o Aotearoa has a unique history and operating context. Te Kaupapa Matua o Te Wānanga o Aotearoa tells our history, guides our future and shapes the unique identity of our wānanga. There is therefore an expectation that kaimahi - Actively familiarise themselves with Te Kaupapa Matua o Te Wānanga o Aotearoa and how this shapes and informs our actions - Uphold Te Wānanga o Aotearoa Values and Te Kaupapa Matua o Te Wānanga o Aotearoa. 	<ul style="list-style-type: none"> - Able to articulate the history, evolution and unique context of Te Wānanga o Aotearoa - Actions of kaimahi are aligned with Te Wānanga Aotearoa values and Te Kaupapa Matua o Te Wānanga o Aotearoa. - Values and Te Kaupapa Matua o Te Wānanga are applied in a manner that protects the mana of Te Wānanga o Aotearoa its vision, mission, and philosophy
<p>Kaimahi Experience</p> <ul style="list-style-type: none"> - Encourage and foster a productive environment that benefit all kaimahi. - Effectively utilise technology and automation, when possible, to provide streamlined access to capabilities and insights that positively impact the day-to-day mahi. - Support kaimahi experience and ensure that employees feel connected, empowered, well-informed and have great experiences at mahi. - Stay abreast to current trends and developments to support and nurture kaimahi experience. 	<ul style="list-style-type: none"> - Kaimahi are listened to and valued when communicated
<p>Health and Safety</p> <ul style="list-style-type: none"> - Comply with all health, safety and wellness policy and procedures - Recognise and address circumstances to prevent unhealthy or unsafe situations 	<ul style="list-style-type: none"> - Health, safety and wellness policies and procedures are adhered to and complied with - Risk minimisation assessment is completed and any identified mitigation action taken

<ul style="list-style-type: none"> - Perform any manual duties in a safe and responsible manner - Report faults in accordance with policy - Process risk management forms and health and safety issues accordingly 	<ul style="list-style-type: none"> - Zero harm while carrying out duties and programme delivery meets all safety standards as outlined in policy and procedures - Faults are reported immediately to relevant personnel <p>Forms are completed that accurately reflect risks and health and safety issues.</p>
<p>Information Management</p> <p>Meets the statutory responsibilities detailed in the Data, Information, and Records Management Tikanga Whakahaere</p>	<ul style="list-style-type: none"> - Te Wānanga o Aotearoa records are created and maintained in corporate information systems, meeting specified information management standards and legislation
<p>Other Duties</p> <ul style="list-style-type: none"> - Support other kaiako in ratio to meet Puna and/or MoE requirements - Operate within delegated authorities at all times - Undertake other duties as required by the employer provided the kaimahi has the required skills and qualifications - Undertake professional development as identified - Attend hui kaimahi as requested by the Puna manager - From time-to-time all kaimahi are encouraged to engage in other activities outside their assigned duties, such as (but not limited to) setting up and attending powhiri, hosting visitors, recruitment drives and supporting other kaimahi in their roles 	<ul style="list-style-type: none"> - Tamariki wellbeing is prioritised and support is provided to kaiako as required to meet tamariki to kaiako ratios - Delegated authorities are complied with at all times - Requests by the employer are undertaken - Professional development is undertaken as agreed - Hui are attended as required - Positive engagement in activities that contribute to the overall functionality and operation of Te Wānanga o Aotearoa

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 manager on an annual basis at performance review.

Person Specification:

<p><u>Qualifications and Experience</u></p>	<p>Qualifications:</p> <ul style="list-style-type: none"> • Certificate in Food Safety and Hygiene or related field • First Aid Certificate • Full NZ Drivers Licence (Class 1) <p>Experience:</p> <ul style="list-style-type: none"> • Proven experience working unsupervised in a commercial kitchen (2-4 years) • Proven experience cooking for large groups, preferably in ELC environment (2-4 years) • Proven experience with incident management in a commercial kitchen (2-4 years) • Sound understanding of the Food Act 2014 and the Food Regulations 2025 <p>Āhukatanga Māori:</p> <ul style="list-style-type: none"> • Actively engages in cultural activities and has an excellent understanding of āhukatanga Māori (values, culture and tikanga) • Understands and uses basic te reo Māori phrases, mihi and greetings (TARM level 2 or equivalent qualification) • Prepared to increase knowledge, understanding and everyday use of te reo and āhukatanga Māori and support other kaimahi in the same endeavour • Actively applies Te Wānanga o Aotearoa values in the workplace
<p><u>Technical Skills</u></p> <p>Are the specialised skills and abilities required for a particular role</p>	<ul style="list-style-type: none"> • Excellent relationship management skills • Sound understanding of nutritional needs of babies, toddlers and young tamariki • Proven ability to create (30 – 60) child portion sized meals which are nutritionally balanced and appealing • Proven ability to operate and use commercial cooking utensils and equipment • Proven ability to maintain a safe food preparation environment (including the cleaning of equipment)
<p><u>Behavioural Skills and Attributes</u></p> <p>Behavioural Competencies are the role specific behaviours and attitudes required by kaimahi (staff) to be successful in their roles</p>	<p>Attention to Detail Achieves thoroughness and accuracy when accomplishing a task through concern for all the areas involved.</p> <p>Co-operation Works co-operatively as a member of a team, proactively sharing knowledge and information.</p> <p>Customer Focused Builds positive rapport with all external and internal customers. Is attentive and responsive to their needs and is proactive when finding solutions. Goes beyond expectations in providing exceptional support, advice or help. Represents Te Wānanga o Aotearoa in a positive light.</p>

	<p>Dependability Responsible and accountable for actions, is dependable for meeting deadlines and follows through to get things done.</p> <p>Flexibility Works effectively within a variety of situations and with diverse individuals or groups.</p> <p>Focussed Attention Concentrates on a task over a period of time without being distracted.</p> <p>Listening Practises attentive and active listening, has the patience to hear people out and is perceived to have good rapport and reputation by others.</p> <p>Time Management Uses time effectively and efficiently; concentrates efforts on the most important priorities; and independently handles several tasks at once.</p>
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