

JOB DESCRIPTION

KINDERGARTEN COOK

Responsible to:	Head Teacher
Working Relationship With:	Teachers, Professional Leader, Families/Whanau, children
Primary Objective:	To ensure the children receive nourishing, economical, well-balanced healthy meals and snacks

Key duties include:

- To prepare balanced economical meals for children
- Menu, including morning tea and lunch, is planned three weeks in advance, in consultation with the head teacher
- The hygiene standards, as displayed in the kitchen, will be stringently adhered to
- To ensure that food is provided for those children who have identified food allergies
- To order and procure within budget and in consultation with the head teacher all food and cooking supplies

Kindergarten Cooks are expected to:

- Act at all times to ensure the safety and welfare of children and adults
- Ensure confidentiality of information gained at work
- Use positive and appropriate language and communication when interacting with the children and adults
- Respect the different cultures of children and adults
- Be fully conversant with the correct procedures for all emergency situations
- Employ safe health and hygiene practices
- Always check with teaching staff if unsure how to handle a situation

Professional Development:

Kindergarten Cooks will be supported to continue to acquire skills relevant to the position and should take opportunities to attend training.

Key skills and attributes required:

- Demonstrate an awareness of food handling processes
- Ability to work unsupervised in small team environment
- Excellent interpersonal skills to relate to others in a positive and professional manner
- Previous food handling experience
- Previous experience working within budgets

Te Putahi Kura Pūhou o Taranaki

Taranaki Free Kindergarten Association, Kindergarten House, 207 Gill Street, PO Box 655, New Plymouth 4340

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- Use initiative in problem solving
- Flexible and adaptable to all working situations
- Emulate the organisations values and display loyalty to Kindergarten
- Empathise with and relate well to children

December 2017

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