

Lead Cook – Kitchen Manager

We are looking for a passionate and reliable Lead Cook - Kitchen Manager who shares our commitment to healthy kai, community and the wellbeing of our young parents and their whanau. You will be responsible for preparing, cooking and serving healthy lunches for approximately 25 students daily. This position is based at our Te Whakatipuranga - School for Young Parents in Tauranga.

Key responsibilities:

- Prepare and serve nutritious, safe and delicious lunches.
- Manage the School Food Control plan and ensure Impeccable food safety standards.
- Menu planning, recipe development and portion control
- Ordering and collecting supplies and managing kitchen inventory.
- Ensure all record keeping in the Food Control diary is completed daily and accurately.

Successful applicants will have:

- Experience in a commercial kitchen or catering environment.
- Strong understanding of dietary requirements, allergies and healthy eating.
- Relevant food safety qualification is preferred.
- A passion for working with youth and a small team.
- Ability to work independently and manage time effectively.
- Experience working in schools, community organisations or government programmes would be an advantage.

This is a Fixed Term position - 15 hours per week - 10.30am to 1.30pm, Term Time only.

Applications close Thursday 9 April 2026 at 4:00pm.

All applications must be made on the employment application form.

This can be found on our school website www.otc.school.nz together with the job description. Please submit your application with a cover letter and CV to

<mailto:supportvacancy@otc.school.nz>