

# Job Description

## Lead Cook - Kitchen Manager



Please refer to Clause 3.5 Job descriptions of the [Support Staff Collective Agreement](#)

Position Title	Lead Cook-Kitchen Manager
Reports to	Teacher-in-Charge at School for Young Parents, Tauranga
Working Relationships	Teacher in Charge, Teachers, Students, Whanau,

**Employment Status:** Fixed term, Part-time | 15 hours per week - 10.30am to 1.30pm  
Term-time only

### **Purpose of the position**

To prepare, cook and serve healthy lunches for approximately 25 students daily ensuring all meals meet the Ka Ora Ka Ako nutrition standards.

Key Responsibilities	Appraisal Indicators
Food planning and preparation	
Administration	

### **Tasks and Duties**

#### **Food Planning & Preparation**

- Menu planning, recipe development and portion control.
- Prepare and serve lunches that are nutritious, balanced and safe for students.
- Ensure food is prepared on time and served hot and fresh
- Follow proper food handling and sanitation procedures
- Follow all health and safety regulations in the kitchen

#### **Administration**

- Monitor stock levels and order supplies and pick up where required.
- Manage food budget.
- Ensure all record keeping in the Food Control Plan diary is completed daily and accurately.

## **General Responsibilities**

### **Health & Safety & Wellbeing**

- Take responsibility for personal safety & wellbeing
- Contribute to a culture of teamwork, respect and collegiality amongst staff
- Understanding and honouring the Tiriti o Waitangi in all actions and decision making, relating to partnership, participation and protection.
- Contribute to a safe working & learning environment
  - Practicing safe work methods
  - Proper use of safety equipment
  - Active participation to eliminate & minimise workplace risks

### **Declaration:**

Approved by:	
Date:	
Appointee:	
Date:	
Reviewed by / Date:	