



Te Otu Mātua HRC Halswell Residential College

Position Description for the role of Cook

Reports to: Executive Officer

Responsible for: Providing healthy and nutritious meals to the ākonga, kaiako, and guests of the kura.

PURPOSE OF POSITION

The cook reports to the Executive Officer and is a member of the Support Function for Te Otu Mātua HRC Halswell Residential College. The cook is responsible for providing healthy, nutritious, and appealing meals for the ākonga at HRC as well as providing catering for specific events.

POSITION VALUES

The role of cook is a key role within the Support Function of HRC, and it is expected that the cook maintains a high level of professionalism and integrity, display a positive attitude and a team focus.

HOURS OF WORK

The role of cook will work 9.45am-5.45pm, with a half hour break for lunch, during term time only and excluding any public holidays. During term breaks, additional hours will be negotiated by arrangement – expected to be one week of each holiday period in April, July, October holidays, and up to two weeks including our compulsory professional development week in January before the school year commences.

KEY RELATIONSHIPS – INTERNAL AND EXTERNAL

- Executive Officer
- The Support Function
- All Kaiako at HRC
- Suppliers



KEY ACCOUNTABILITIES, RESPONSIBILITIES AND PERFORMANCE MEASURES

ACCOUNTABILITIES	RESPONSIBILITIES	PERFORMANCE MEASURES
Food planning and preparation Plans all meals and ensures appropriate supplies are available.	<ul style="list-style-type: none"> On a term-by-term basis, develops and regularly reviews a menu plan to provide nutritious and enjoyable lunches and dinners for the ākonga for each day. On a term-by-term basis, plans for catering events including Board of Trustees meetings, hospitality provided for invited guests, weekly kaiako morning teas, weekly SLT working lunches, and birthday cakes on the birthdays of ākonga. On a term-by-term basis, plans for other meal needs of the ākonga including camp or picnic meals, barbeques on site, any off-site lunches, and special events. Understands any special dietary requirements of the ākonga and incorporates these into the menu plans, and/or adjusts meal deliveries appropriately. On a week-by-week basis or as appropriate, places orders for all required food to fulfil the meal/catering requirements of HRC as planned, and to ensure sufficient food supplies to sustain HRC for one week in the event of an emergency. Seeks assistance from the kitchen assistant as required. Develops a food and kitchen hygiene policy and procedures that meet regulatory and expected standards. Ensures all kitchen users understand and comply with these requirements. Documents training given to other staff in use of kitchen equipment, and in receiving and handling inward deliveries. Regularly reviews kitchen equipment to ensure that is safe, fit for purpose, and is good working condition. As required and with the approval of the Executive Officer, arranges for the repair or replacement of kitchen equipment. 	<ul style="list-style-type: none"> All proposed meal plans are completed at least one week prior to the commencement of the next school term. Any new proposed meals are tested and photographed during term breaks. Menu plans are documented week by week, over a five-week cycle, including cooking methods and timing for the delivery of the meals. No breaches of kitchen and food hygiene policies and procedures. HRC has sufficient food supplies to sustain the school for one week in the event of an emergency.
Food Provided Provides healthy, nutritious, appetising, and appealing meals for	<ul style="list-style-type: none"> Ensures all meals provided are nutritious and appetising, and meet the needs of our ākonga. Ensures there is always sufficient food to feed all ākonga and our residential kaiako for whom a meal is provided during their shift. Ensures the meals are always prepared and ready to be eaten within appropriate timeframes. 	<ul style="list-style-type: none"> All food provided meets the quality and timeliness expectations of HRC.



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Ākonga, kaiako and Board of Trustees.	<ul style="list-style-type: none"> Ensures all catered meals meet expectations of quality and timeliness. Works with other HRC kaiako to prepare food for camps, barbeques, and off-site meals so that the food meets expectations of quality and timeliness. 	
Work Experience Provides cooking and kitchen work experience for ākonga as arranged by the Associate Principal Day School.	<ul style="list-style-type: none"> Supports any work experience placements with appropriate ākonga in consultation with the Associate Principal Day School, and with the knowledge of the Executive Officer. This would be supported by a member of teaching staff, or teacher aide who works closely with the student. Evaluates the performance of each ākonga during their work experience programme. Only one ākonga at a time will be placed on work experience in the kitchen. The Associate Principal Day School will ensure the student has capacity to follow simple instructions and work in a safe way in this environment. Reports to the Associate Principal Day School on each student. Reports immediately to the Associate Principal Day School and the Executive Officer if an incident of inappropriate or unsafe behaviour occurs. 	<ul style="list-style-type: none"> Ākonga interested in cooking achieve work experience objectives. No unresolved complaints received from the Work Experience Coordinator, ākonga, family or whanau in respect of the Cooking or Kitchen Work Experience.
Compliance Complies with all statutory and HRC policy and procedural requirements.	<ul style="list-style-type: none"> Maintains an up-to-date understanding of all HRC policies and procedures including but not limited to: <ul style="list-style-type: none"> the HRC Policy and Procedure Manual. the HRC Kaiako Code of Conduct. the HRC Health and Safety Manual. the HRC Philosophy of Care. the HRC Behaviour Support Procedures. Complies with all HRC policies and procedures at all times. Prepare comprehensive and accurate pastoral notes in accordance with HRC guidelines. 	<ul style="list-style-type: none"> No regulatory, procedural or policy breaches.
Health and Safety practices Complies with all health and safety	<ul style="list-style-type: none"> Maintains an up-to-date understanding of the HRC Health and Safety policies and procedures. Complies with HRC Health and Safety policies and procedures without exception. 	<ul style="list-style-type: none"> No Health and Safety regulatory, procedural or policy breaches.



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policies and procedures.	<ul style="list-style-type: none"> Reports immediately to the Executive Officer where the Health and Safety of ākonga or kaiako has been put at risk, or where there is a breach of Health and Safety policies, procedures and practices. 	
Risk and Crisis practices	<ul style="list-style-type: none"> Maintains an up-to-date understanding of all risks involved in the Kitchen and of how to manage these risks. Ensures a thorough understanding of the correct Behaviour Support procedures and is able to safely execute these procedures. Reports immediately to the Executive Officer where the Behaviour Support procedures have been implemented during the shift, or where there has been a breach of risk management policies, procedures and practices. 	<ul style="list-style-type: none"> No breaches of or failure to use the identified risk mitigation or management strategies. The Cook is able to execute Behaviour Support procedures safely and in accordance with our standards.
Cultural practices Ensures all ākonga are supported culturally and provided with all opportunities to develop themselves within their culture.	<ul style="list-style-type: none"> Maintains an understanding of key cultural mores, behaviours, and values. Models respect for others in interactions with colleagues and ākonga. Promotes the multicultural nature of New Zealand and an inclusive environment in which the diversity and prior experiences of ākonga are acknowledged and respected. Supports the Kaiwhakahare as required to ensure the cultural needs of the ākonga are provided for. 	<ul style="list-style-type: none"> No incidents of culturally insensitive or inappropriate behaviour.
Team Participation and Self Review Works with members of the Support Function on matters of operational importance to HRC.	<ul style="list-style-type: none"> Ensures that the Executive Officer is kept informed of all pertinent developments and information within functions and processes managed by the Cook(s). Participates fully in all meetings with the Support Function, contributing ideas and reporting as required. Participates fully in meetings with colleagues throughout the business, contributing as appropriate and supporting colleagues as required. Focuses on continuous improvement by regularly and actively engaging in self-reflection in order to improve the effectiveness of professional practice in accordance with HRC policies, procedures and guidelines. Undertakes any other duties reasonably requested by the Executive Officer. 	<ul style="list-style-type: none"> Is viewed by members of the Support Function as a contributor and collaborates to achieve group objectives.



COMPETENCIES – ATTRIBUTES AND BEHAVIOURS

In order to be effective in the position the Cook shall have and be able to consistently demonstrate the attributes and behaviours described below.

- Actively demonstrates professionalism throughout the organisation and is a credible and trustworthy person who holds the respect and loyalty of all stakeholders.
- Works positively with colleagues to achieve goals; experience is shared and help is actively sought and proactively offered. Strong working relationships are developed and maintained across the organisation.
- Has tenacity in pursuing goals, showing focus in the face of opposition and ensures personal goals are aligned with the school objectives.
- Demonstrates a strong understanding and commitment to the goals and objectives of the organisation, regularly contributes to formulating goals.

COMPETENCIES – SKILLS AND EXPERIENCE

In order to be effective in the position the Cook shall have and be able to demonstrate the following skills and experience:

- Experience running a commercial or school kitchen including meal planning, procurement, and staff support and supervision.
- Proven experience cooking for larger numbers of people – up to 40 people per meal.
- Current Food Safety Certificate, or willingness to complete this course.
- Experience operating effectively in a multicultural setting.
- Competent use of computers and software.