

POSITION DESCRIPTION



Role Title: Cook – Early Learning Centre
Business Group: Barnardos Early Learning Centres
Reports to: Head Teacher or Centre Manager
Salary Band: Corporate Band C

Barnardos is New Zealand's leading children's charity, doing more for Kiwi kids. Every year our services and people make a real and positive difference in the lives of thousands of children, young people and their families.

Our vision / moemoeā

An Aotearoa New Zealand where every child shines bright.

Our mission/kaupapa

Be the voice and greatest fan of the next generation

Shape brighter futures via early education and targeted social services

Create insightful ways to empower tamariki/children to shine bright

Our Guiding Principles

Kotahitanga – Unity

Ata Whakarongo – Hear with Intent

Māiatanga – Realise Potential

Kaikōkiritanga – Progress with Purpose

Mahi tōtika – Do the Right Things Well

Barnardos is committed to the Treaty of Waitangi as a founding document of New Zealand.

Purpose of the role:

The cook will prepare nutritionally balanced meals for all of the centre's children. The cook will be responsible for preparing morning tea, lunch and afternoon tea. All food provided to the children will take into account children that have allergies, special diets and religious dietary requirements.

Purpose of the Business Group:

Barnardos Early Learning centres provide a warm and caring environment with trained and experienced staff. Our teachers work in partnership with parents to support their child's learning and ensure there is continuity between home and the centre. All our centres offer care and education for children aged from two to five years, and many cater for children aged up to two years old.



Key Result Areas

Food Preparation

Outcome: Children in Barnardos care are provided with nutritionally balanced, appealing meals.

Key responsibilities include:

- Preparation of morning tea, lunch and afternoon tea on time as required by the centre
- Working with the nutritional programme/set menu in place and prepare meals accordingly
- Planning for and catering for all children's dietary requirements including; food allergies, cultural and personal beliefs
- Ensuring food appealing and well presented
- Keeping kitchen area clean at all times e.g. cupboards, doors, bench tops etc.
- Ensuring the Barnardos Food Manual is maintained and records are kept up to date
- Ensuring compliance with the Food Act 2014 and Food Regulations 2015

Nutritional Programme

Outcome: Meals served in the Centre are planned to ensure nutritional balance.

Key responsibilities include:

- Developing and maintaining a nutritional programme that is consistent with the needs of pre-school children.
- Developing and maintaining a nutritional programme that is consistent with the centre's charter; and complies with Barnardos philosophies, policies and procedures.
- Ensuring that the nutritional programme incorporates and reflects the cultural diversity and individual needs of children attending the centre.

Food Safety and Hygiene

Outcome: Food is prepared in the Centre following current food hygiene standards.

Key responsibilities include:

- Ensuring that food safety and hygiene best practices are maintained at all times in compliance with the Food Act 2014 and Food Regulations 2015.
- Ensuring that the food policy is adhered to at all times
- Ensuring "use by" or "best before" dates of products are checked weekly and removed immediately if expired.
- Providing education and awareness training to centre staff about food, health and hygiene practices within the centre.

Ordering of Supplies

Outcome: The food and supplies required for the children attending the centre are managed to policy quality standards, legislation and within budget.



Key responsibilities include:

- Appropriate planning and ordering of the fresh foods and supplies required for the menu whilst working within the allocated budget.
- Ensuring food ordering is in line with Centre's budgets
- Regularly order and maintain adequate supplies of stores and ascertain accuracy of food orders delivered to the Centre
- Ensuring that all food is cooked and served at the required temperature in compliance with the Food Regulations 2015
- Ensuring that deliveries are recorded in line with the Barnardos Food Manual

Child Supervision

Outcome: Adequate levels of child supervision is maintained

Key responsibilities include:

- Assisting with the supervision of children attending the centre as required by the Head Teacher.

Ngā Pou e Whā (Māori Strategy)

Outcome: All work at Barnardos is guided and informed by Ngā Pou e Whā the Barnardos Māori Strategy.

Key responsibilities include:

- Have a sound understanding of the principles of Ngā Pou e Whā, the Treaty of Waitangi and the ability to apply them to everyday practice.
- Ensure that all relationships are built with consideration of the Barnardos principles and Ngā Pou e Whā, (Maori strategy).

Health, Safety and Environment

Outcome: A safe and healthy working environment is maintained at all times.

Key responsibilities include:

All staff have individual responsibility for Health and Safety practices and will:

- Comply with occupational health and safety legislation and regulations.
- Be familiar with and observe all safe work policies, procedures and instructions.
- Promote and participate in health and safety, maintain a safe workplace, and ensure that all equipment is used correctly at all times.
- Take responsibility for own health and safety and ensure no action or inaction on your part harms others in the workplace.
- Ensure that equipment is respected and maintained to an optimal level of safety



Projects or Other Duties as Required

Outcome: The team and function meets its purpose and strategy.

Key responsibilities include:

- Perform other duties which may reasonably be required which fit the role's purpose, and for which the position holder is qualified or has received adequate training or instruction.
- Participate in working parties, committees or project teams as required.
- Support colleagues during periods of peak work activity and/or times of absence.
- Attend employee meetings as required.

The key responsibilities of the role may change from time to time to ensure that Barnardos is able to adapt and respond to changes in the business environment. Any significant changes would be discussed between the jobholder and their manager.

Key Relationships

All Barnardos employees have a responsibility for developing and maintaining excellent relationships. In this role, the **key relationships** to be developed are as follows:

Within Barnardos NZ	Outside Barnardos NZ
Regional Early Learning Centre Manager	Children, parents and whānau
National Resource Centre shared services staff	

Person Specification

Qualifications (or equivalent level of learning)

Essential	Desirable
A current recognised qualification or completed a recognised training programme in food preparation, menu planning and nutrition is preferred.	
First Aid Certificate.	

Experience

Essential	Desirable
Proven practical experience of working in a kitchen/food preparation environment.	
Previous experience in the purchase, preparation and organisation of food supplies and cleaning supplies.	



Knowledge

Essential	Desirable
Knowledge of food hygiene and application to the preparation and serving of meals.	
Knowledge of children's allergies and intolerances and the ability to adapt the menu to suit individual children's requirements	
Knowledge of nutrition, children's' eating habits and dietary requirements	

Skills and Competencies

Essential	Desirable
Autonomy – ability to exhibit ownership for work schedule/activities and make decisions independently within position remit.	
Effective and proficient time management and organisational skills	
A genuine desire and a commitment to support health and nutrition	
Ability to be flexible and to work as a co-operative team member	
Communication - ability to communicate clearly and effectively and relates well to a wide range of people.	

Vulnerable Children Act 2014

This role is a Non-Core Children's Worker under the Vulnerable Children Act 2014.

Delegations and Authority

Human Resources

- No formal responsibility for staff.

Financial – Budgetary and Expenditure Limits

- Authorised to spend from Manager's operating expenditure budget.

Correspondence

- No authority to sign external correspondence

Authorisation of Position Description

Positions in Barnardos may change over time as the organisation evolves and priorities change. Responsibilities for this position may change as the job evolves over time and such change may be initiated as necessary by the manager of this position. All changes must be approved by the relevant Executive Leadership Team (ELT) member.

Authorised by:	<i>Insert name of GM</i> <i>Insert title of GM</i>	Date authorised:	
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