

JOB DESCRIPTION

Job Title	Cook
Reports to:	Centre Manager
Direct Reports:	n/a
Key Relationships	Internal: EEW/Head Office staff External: Children, Families, Whaanau

Guiding Values	
WHAKAMANA	Empowering all to reach their highest potential by providing high-quality leadership
MANAAKITANGA	Welcoming, caring and innovative environment that treats everyone with respect and dignity.
PONO	Showing integrity by acting in ways that are fair, honest, ethical and just
WHAANAUNGATANGA	Engaging in positive and collaborative relationships

Purpose of the Position:

This role takes accountability for providing an approved quality, cost effective menu that assists babies, toddlers and pre-school children to meet their daily nutritional needs, with a designated budget and timeframe, contributing to the success of the organisation.

Specific Accountabilities:

Specific accountabilities for each 12-month period may be articulated separately to this job description based on current organisational priorities and performance as articulated via WKA leaders.

Key Accountability	Primary Activities
Catering	Ensure a quality healthy menu is provided within a designated budget and timeframe Prepare and provide morning tea, a hot cooked lunch and afternoon tea Ensure effective supervision of any staff in the kitchen to ensure safe work practices, food preparation and delivery whilst trying to prevent food waste Implement work practices that ensure kitchen equipment and utensils are maintained safely, hygienically and secured appropriately Order in, check and rotate all food supplies within the designated budget Liaise with the staff regarding children's special dietary needs Establish and maintain set meal timeframes
Communication	Display effective communication skills in the workplace Maintain effective professional communication with the Manager, staff, families and children

	Ensure Centre staff know about any changes regarding menus/kitchen operations in a timely manner Actively seek important information including regarding children's dietary needs/restrictions/allergies, budgets, relevant legislation/regulations, and operational considerations.
Professionalism	The organisation is represented both internally and externally in a positive, professional, efficient and confidential manner. Productive, organised and efficient work ethic is always displayed in furthering the needs of the organisation Display a commitment to the total needs of Early Education Waikato Work in accordance with Centre guidelines, procedures, policies and practices Demonstrate and foster respectful, responsive, cooperative and supportive relationships across the organisation, and any related groups such as families, whaanau, agencies, external service providers. Support Early Education Waikato staff members and the Centre community through co-operative, loyal and professional actions Maintain high standards of professional behaviour at all times; including actions, behaviour, and appearance in line with EEW Policies, procedures, practices Undertake any other duties requested by the Centre Manager to support the Centre operations.
Health, safety and Wellness	Maintain and practice a current knowledge of safe work practice and legislation relating to food safety hygiene and handling Ensure compliance with the Food Safety Act, Food Regulations 2015, Food notice 2015, and the ANZ Food Standards Code Ensure standards of safety and cleanliness within kitchen and storage areas are maintained as designated by the Centre and governing health authorities Adhere to requirements of and contribute to improvements in health and safety processes and procedures Carry out all tasks in the safest possible manner at all times Comply at all times with EEW H&S Policy, procedures and practices, including: - Following H&S standards - Ensuring all hazards are identified and controlled - Ensuring all accidents and incidents are reported and resolved - Ensure clear understanding of H&S procedures, training requirements, standards, forms and implementation of corrective actions - Work areas are kept safe, tidy, uncluttered and storage shelves are stacked safely - Any designated Health and Safety training is attended. Encourage operational practices that support staff wellness

This Job Description is intended as a general description of the work of the Cook position and is subject to the recognition that priorities and responsibilities may need to change to meet Early Education Waikato strategies and operations. As such, this is not a full and limited list of job responsibilities. Early Education Waikato will undertake best endeavours to agree on substantive changes to responsibilities in good faith with each employee on an ongoing basis.