

Waikato Kindergarten Association – KidsCan Cook

Position Title: KidsCan Cook

Reports to: Head Teacher

Direct Reports: N/A

Key Internal Relationships: Education Managers, Association staff

Key External Relationships: Children, families, whaanau, education and support agencies

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.

Whanaungatanga Engaging in positive and collaborative relationships.

Position Purpose

This role takes accountability for the timely provision of well prepared, nutritious food for tamariki, transforming KidsCan supplied ingredients into culturally mindful meals / morning & afternoon teas (as applicable). This includes planning, preparing, organising, cleaning, and waste minimization. Provision of food into the kindergarten must meet all Ministry of Education and licensing standards associated with provision of food in the early learning sector.

Specific Accountabilities

Specific accountabilities for each 12-month period may be outlined separately from this job description based on current organisational priorities and performance expectations as communicated via Waikato Kindergarten Association (KW) leaders.

Key Accountability	Primary Activities
KidsCan	<p>Paying particular attention to the safe provision of food to children, take accountability to prepare, provide, and undertake associated storage and cleaning duties associated with KidsCan including:</p> <ul style="list-style-type: none"> • Planning according to the specific kitchen and needs of the children in the kindergarten • Receiving, sorting and storing kai in a timely manner according to food safety guidelines • Actively seeking important information including children's dietary needs/restrictions/allergies, relevant regulations, and operational considerations • Preparing kai in line with the menu of the day



	<ul style="list-style-type: none"> • Serving kai equitably, ensuring any excess food is appropriately packaged and offered to whaanau according to need • Cleaning and tidying dishes, kitchen equipment, kitchen and eating areas.
Communication and Cooperation	<ul style="list-style-type: none"> • Cooperate with and seek information, guidance and support from colleagues • Actively review and keep up to date with important information regarding children's dietary needs/restrictions/allergies • Assist the team as required with matters regarding the consumption of kai in the kindergarten • Display respectful, confidential and ethical behaviour • Contribute to a positive team environment • Maintain effective professional communication with the Manager, staff, families and children • Welcome visitors to the kindergarten and promote the kindergarten to the community.
Professionalism	<ul style="list-style-type: none"> • The organisation is represented both internally and externally in a positive, professional, efficient and confidential manner • Display a productive, organised and efficient work ethic • Display a commitment to the total needs of the Waikato Kindergarten Association • Support Association staff members and the kindergarten community through co-operative, loyal and professional actions • Actively and positively support Head Teacher requirements • Have an understanding of and comply with all WKA policies and procedures 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. • Maintain high standards of professional behaviour at all times, including actions, behaviour, and appearance in line with policies, procedures, practices. • Keep up to date with all relevant current policies and procedures • Constructively participate in the organisations Performance Review process as applicable.
Health, Safety and Wellness	<ul style="list-style-type: none"> • Ensure standards of safety and cleanliness within kitchen and storage areas are maintained <p>Adhere to requirements of and contribute to improvements in health and safety processes and procedures.</p>



	<p>Carry out all tasks in the safest possible manner at all times</p> <p>Comply at all times with WKA H&S policy, procedures and practices, including:</p> <ul style="list-style-type: none"> • 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. <p>Encourage operational practices that support staff wellness.</p>
Teaching and Learning Environment	<p>You may be required to be on the floor with the children and support the teaching team to:</p> <ul style="list-style-type: none"> • Support children to take an increasing role in their own learning and care • Ensure relationships and interactions with children and whaanau are responsive, positive and encouraging • Express sincere interest in what children are doing. Affirm and build children’s self-esteem. • Manage children’s behaviour positively and appropriately • Display positive relationships with children that respect their individuality, culture and place in their community • Implement and maintain a safe environment that is conducive to learning • Display an understanding of and implement positive guidance strategies • Display effective practices in engagement of children’s learning.
Contribution to wider Kindergarten Community	<ul style="list-style-type: none"> • Contribute positively and actively to the life of the Kindergarten, its community and the Association.
Customer Service	<ul style="list-style-type: none"> • Display customer service focus in the team and on site • Always provide a warm welcome to parents/whaanau/visitors to the kindergarten • Be supportive and encouraging to all parents/whaanau/visitors regardless of personal circumstances • Engage with parents/whaanau/visitors in a non-judgmental manner at all times, keeping the wellbeing and development of the child as first priority.



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

Employee Name: _____

Signed: _____ Date: _____

