



Position Description

Cook/Housekeeper

Reports to | Centre Manager
Functional Relationships | Staff, Children, Parents, Visitors

Main Objective:

- Responsible for the day to day preparation of meals for the children in line with the agreed menu plan
- To adhere to and implement all policies and record keeping as outlined in our policies
- Maintain hygienic, health and safety standards in the kitchen and with appliances.
- Compliance with all regulatory requirements
- Break support for teaching team as required
- Support the teaching team with housekeeping related duties

Philosophy Statement:

Treasured Tamariki ECE and Childcare Centre, we wholeheartedly embrace a philosophy centered on three fundamental pillars:

- Connecting (Tūhonohono),
- Collaborating (Mahi Ngātahi),
- Caring & Support (Manaaki/Tautoko).

These principles are not just words; they are the essence of our commitment to fostering a nurturing and enriching environment for our tamariki and their families.

Connecting / Tūhonohono - Our inspiration emanates from a deep-seated dedication to supporting every family within our community. We are steadfast in our commitment to honouring our bi-cultural identity, while also embracing and celebrating the rich cultural diversity of our migrant community. Every child's cultural background is esteemed as an intrinsic facet of their identity, contributing to their sense of self-worth and self-esteem.

Collaborating / Mahi Ngātahi - Collaboration takes myriad forms in our approach to supporting Tamariki and their whanau. Relationships serve as the bedrock of our core values, where all parties are invested in the unique aspirations of each child and family. Our Kaiako, equipped with ongoing training and support, actively cultivate connections within our center and community, prioritizing the needs and aspirations of our tamariki in every decision.

Caring & Support / Manaaki/Tautoko - We fervently believe in nurturing the holistic development of every child—emotionally, socially, intellectually, and physically. Our curriculum is meticulously crafted to foster comprehensive growth, recognizing the interconnectedness of all aspects of a child's development. Each tamariki is acknowledged and supported as an individual, with our environment carefully curated to instil a sense of belonging and provide a secure, stimulating space for positive growth and development.

Key Tasks	Expected Outcomes / Evidence
<p>To design and agree upon a healthy menu with the Centre Manager.</p> <p>Ensure that the menus/recipes are adhered to at all times, following the agreed menus</p>	<ul style="list-style-type: none"> • All meals are healthy and nutritious • Allergies and special diets are followed • Menu is agreed upon with the Centre Manager • Weekly menus are signed off or changes documented on the menu • Professional development attended to keep the centre current
<p>Responsible for purchasing appropriate ingredients and ensuring sufficient stocks are on hand as required within an agreed budget</p>	<ul style="list-style-type: none"> • Ingredients are purchased in advance and appropriate stocks are kept in store at all times • Budget met
<p>Responsible for storing food as per food safety guidelines</p>	<ul style="list-style-type: none"> • Food is kept safe from pests and contamination • Food is stored hygienically
<p>Responsible for ensuring meals are served in a hygienic and attractive manner</p>	<ul style="list-style-type: none"> • All hygiene practices followed as per policy • Clean plates etc • variety of foods and meeting the food groups • Clean tables and chairs at the time of serving food
<p>Responsible for ensuring food is served in sufficient quantities</p>	<ul style="list-style-type: none"> • All children's dietary needs are met. • Consultation with parents/whanau
<p>All kitchen utensils and cleaning equipment are kept in a safe and hygienic manner as per food safety requirements</p>	<ul style="list-style-type: none"> • No access to kitchen for children adhered to • Cleaning materials stored high or in a locked cupboard • Prevention of accidents • Kitchen and utensils are kept safe from pests and contamination
<p>After each meal tables and chairs are to be wiped and floors swept or mopped using cleaning products and the correct colour cloth</p>	<ul style="list-style-type: none"> • Hygiene is paramount to ensure no cross contamination • Cleaning routines are followed and documented
<p>To ensure that all duties are completed in a confidential manner and to a high standard which meets the requirement of statutory regulations, policies and procedures</p>	<ul style="list-style-type: none"> • Role models' positive behavior, language, relationships to others, and interactions with children • Maintains confidentiality, trust and respect • Communication with staff/children/parents/whanau and the wider community is open, clear, friendly and professional • Team focused • Ensure all staff are given appropriate information • Articulates clearly and professionally • Liaises professionally with parents/whānau • Sound working knowledge of the centre and communication procedures • Effective time management, completing tasks in a timely manner • Flexibility and adaptability • Attends staff meetings if and when requested by the centre manager • Documents and finds solutions to problems • Complete duties assigned by the centre manager

	<ul style="list-style-type: none"> • Maintain appearance and abides by the uniform policy at all times • Appraisal engagement
<p>Demonstrate commitment to promoting the well-being of all children</p>	<ul style="list-style-type: none"> • Take all reasonable steps to provide and maintain a teaching and learning environment that is physically, socially, culturally and emotionally safe • Acknowledge and respect the languages, heritages and cultures of all children • Actively participates in regular fire & earthquake drills as well as accompany children and other staff in any required civil evacuation procedures as directed by the Centre manager or person responsible
<p>Demonstrates flexibility and responsiveness</p>	<ul style="list-style-type: none"> • Flexible with shifts • Adaptable to the life of the Centre • Positive team work • Contributes to team reflection as appropriate • Contributes to the life of the Centre • Support as required
<p>Maintains accurate records</p>	<ul style="list-style-type: none"> • Evidence of accuracy and completion of all records • Complies with relevant regulatory and statutory requirements including <ul style="list-style-type: none"> ○ Time sheets ○ Leave approval ○ Accident/incident book ○ Food record ○ National Programme records ○ Communication book ○ Cleaning records

<p>Personal presentation and performance is kept at a professional level at all times</p>	<ul style="list-style-type: none"> • Image of the centre is kept at a high standard • Approachable for consultation with parents, staff, whanau and children 	<ul style="list-style-type: none"> • Uniform • Language • Hygiene
<p>Assist staff with daily laundry requirements if required</p>	<ul style="list-style-type: none"> • Laundry is kept up to date • Laundry room tidy 	<ul style="list-style-type: none"> • No back log of laundry • Clean and tidy laundry room
<p>Maintain the centre staff room if required</p>	<ul style="list-style-type: none"> • Fridge clean • Bench top clean • Crockery and cutlery made available for staff • Dirty dishes taken to kitchen at end of day • General tidiness of staff room space 	<ul style="list-style-type: none"> • Clean and pleasant staff room space • Ready for staff to take breaks in a timely manner
<p>To fill and sign time sheets daily including any breaks taken</p>	<ul style="list-style-type: none"> • Maintain Adult: Child ratios at all times 	<ul style="list-style-type: none"> • Signing in/out daily