

**POSITION DESCRIPTION**

<b>Position Title</b>	<b>Cook</b>
<b>Service</b>	Waiapu Kids Te Hapara
<b>Location</b>	Gisborne
<b>Reporting to</b>	ECE Centre Manager
<b>Direct Reports</b>	No direct reports.
<b>The Organisation</b>	<p>Anglican Care Waiapu (ACW) is the social services arm of the Anglican Diocese of Waiapu. We have services in Bay of Plenty, Rotorua, and Hawke’s Bay. We support tamariki, whānau, and communities with our family services, early childhood education centres, grief counselling services and older people’s programmes.</p> <p>Waiapu Kids Early Childhood Services provide quality early childhood education and care reflecting the service philosophy and organisational kaupapa and values.</p>
<b>Our Vision</b>	<p>Fulfilled Lives, Connected Communities</p> <p>Our vision for “fulfilled lives, connected communities” comes from our fundamental belief that it is only through strong and fulfilling relationships that individuals and communities are able to build resilience and ultimately flourish.</p>
<b>Our Purpose</b>	Anglican Care Waiapu is the social services arm of the Anglican diocese of Waiapu, partnering with our parishes and communities to nurture lasting transformation
<b>Our Mission</b>	Living the gospel through loving service
<b>Values</b>	<p>The values that drive our organisational culture and behaviour:</p> <hr/> <p><b>Vitality</b> We bring energy to our work, trying new things and embracing fresh thinking. We are committed to the wellbeing of our clients and our staff.</p> <hr/> <p><b>Integrity</b> We do what we say we will and hold ourselves accountable. We demonstrate courage in speaking up when we need to.</p> <hr/> <p><b>Compassion</b> We show kindness, patience, and a willingness to help others.</p> <hr/> <p><b>Respect</b> We show respect for the individuals we work with and for. We demonstrate humility in our relationships and reject prejudice. We believe everyone deserves a fair go.</p>

<b>Position Title</b>	<b>Cook</b>	
<b>Position Summary</b>	To prepare nutritious meals and morning/afternoon teas, attend to kitchen duties and assist with other duties in the centre to ensure the smooth running of the centre.	
<b>Working Relationships</b>	<b>Internal</b>	<b>External</b>
	Senior Leadership Team Operational Leadership Team Operational Management Team HR Advisor Other Anglican Care Waiapu Staff Diocese Shared Service Staff Parish staff	Children, Parents, Caregivers and Whānau Te Hapara
The following expected outcomes are provided as a guide for performance standards in the Key Result Areas (KRA's).		
<b>PRINCIPLE ACCOUNTABILITIES</b>	<b>EXPECTED OUTCOMES</b>	
<b>Food planning, preparation &amp; cooking</b>	<ul style="list-style-type: none"> <li>• Prepare morning and afternoon tea and lunch boxes for tamariki</li> <li>• Ensure food is prepared to MOE regulations and follow MOH guidelines</li> <li>• Ensure high standards of hygiene and cleanliness are maintained in the preparation and serving of food</li> <li>• Being aware of food allergies of specific tamariki</li> <li>• Responsible for high standards of food, hygiene, health and safety in all food preparation and storage</li> <li>• Have a good knowledge of nutritional requirements for preschool tamariki.</li> <li>• Be conversant in healthy cooking methods like steaming, roasting &amp; baking.</li> <li>• Be creative in promoting healthy food to tamariki and whanau.</li> <li>• Adapt and respond to tamariki appetites and nutritional needs on a daily basis.</li> <li>• Working knowledge of hazards in kitchen environments and can actively manage hazards.</li> <li>• Liaise with staff and whanau regarding preparation of food for special occasions, i.e. child's birthday</li> <li>• Notifying Manager/Team Leader of food supplies to be purchased.</li> <li>• Other kitchen duties as required, eg, supporting family events with kai, centre celebration days.</li> <li>• Ensuring daily paperwork and safety checks complete</li> </ul>	
<b>Food stocks and resources</b>	<ul style="list-style-type: none"> <li>• Monitor supplies in freezer, fridge, pantry, cupboards. Keep a list of grocery items needed.</li> <li>• Keep cupboards and supplies well stocked, including cleaning products and consumables (eg: paper towels, hand wash, tissues etc.)</li> </ul>	
<b>Centre involvement</b>	<ul style="list-style-type: none"> <li>• Manage and help supervise tamariki during mealtimes and other times when rostered.</li> <li>• Provide assistance to the teaching team regarding food and cooking experiences for tamariki.</li> <li>• Provide assistance to the teaching team with the tamariki when required</li> <li>• To be involved in special events which require preparation and/or organization eg Cultural events, Christmas parties</li> <li>• Effective and contributing member of the team ensuring participation in the overall vision for the centre and wellbeing of the tamariki</li> </ul>	

<p><b>Communication and team membership</b></p>	<ul style="list-style-type: none"> <li>• Taking direction from your Centre Manager and Team Leader.</li> <li>• Work collaboratively and support other personnel in the delivery of the Centre, including assisting with ideas and resources.</li> <li>• Discuss with Centre Manager, unavailability to work due to illness, bereavement etc. in a timely manner.</li> <li>• Communicate professional successes and concerns in a timely manner to Centre Manager.</li> <li>• Developing communication skills and ability to show tolerance and respect for a range of views and practice styles within the team.</li> <li>• Communicate and report unsafe practice professionally in a timely manner. Conflict is managed respectfully.</li> <li>• Undertaking professional development and in-service training as discussed with and directed by the Centre Manager.</li> <li>• Display a welcoming and responsive behaviour to families, staff, and visitors</li> </ul>
<p><b>Policies and procedures</b></p>	<ul style="list-style-type: none"> <li>• Have a thorough awareness of Anglican Care, Waiapu’s policies and procedures and integrate into day-to-day practices</li> <li>• Maintaining a high level of competency regarding staff practices</li> </ul>
<p><b>Self-Management and Ethics</b></p>	<ul style="list-style-type: none"> <li>• Take primary responsibility for own professional development, effectiveness, health, and safety.</li> <li>• Work priorities, personal workload and stress levels are managed with the support of the Manager.</li> <li>• Open communication and positive conflict resolution is modelled.</li> <li>• Supportive relationships are consistently maintained and developed with colleagues and clients.</li> <li>• Behaviour reflects the organisation's values, ethics, and mission.</li> <li>• Work priorities, personal workload and stress levels are managed with the support of the ECE Centre Manager.</li> <li>• Health, Safety and Security regulations understood and complied with to ensure hazards identified and accidents prevented.</li> </ul>
<p><b>Health and Safety</b></p> <p>To promote the well-being and safety of children, whānau, staff and visitors through compliance with internal and external policies, procedures and regulatory requirements</p>	<ul style="list-style-type: none"> <li>• Promote and demonstrate a safety-first culture.</li> <li>• Take reasonable responsibility for your own health and safety and ensure that your actions don’t cause harm to yourself or others</li> <li>• Comply with ACW health and safety policies, procedures and guidelines and relevant legislation such the <i>Health and Safety in Employment Act</i>.</li> <li>• Participate actively in health &amp; safety processes at the site.</li> <li>• Consistently identify prospective and current hazards and minimize/eliminate risk factors.</li> <li>• Report all incidents and accidents as soon as practicable (including near misses)</li> <li>• Maintain an awareness of, and mitigate, safety and risk in the environment, ensuring safe supervision of all play areas is maintained and reporting any concerns related to health and safety to the manager in a timely way.</li> <li>• Ensure an environment where people feel secure, comfortable and confident, monitoring and addressing behaviour as needed employing positive guidance strategies and supporting social competence.</li> <li>• Encourage children to develop responsibility for the safety and wellbeing of themselves and others.</li> <li>• Maintain familiarity with the organisation’s Child Protection Policy and Procedures and ensure any child protection concerns are dealt with promptly as per the procedures.</li> </ul>

	<ul style="list-style-type: none"> <li>• Understand and be aware of cultural considerations which may impact on health and safety matters.</li> </ul>
<b>Organisational expectations</b>	<ul style="list-style-type: none"> <li>• Conduct all duties and behaviour in line with Anglican Care Waiapu Policies and Procedures.</li> <li>• Demonstrate an understanding of, and commitment to, ACW's vision, mission, strategy, and organisational values.</li> <li>• Complete any administrative duties relevant to the role</li> <li>• Flexibility and willingness to perform a variety of tasks is demonstrated</li> <li>• Ensure work priorities, personal workload and stress levels are managed.</li> <li>• Attendance at meetings and training as required</li> <li>• Assist other team members within Anglican Care Waiapu to achieve organisational objectives wherever required.</li> <li>• Have a thorough awareness of policies and procedures and the integration into their day-to-day practices.</li> <li>• Maintaining a high level of competency regarding staff practices.</li> <li>• Comply with Anglican Care Waiapu's Policies, procedures, processes, and internal controls.</li> <li>• Perform other duties that arise from time to time as required.</li> </ul>

## ROLE REQUIREMENTS

<b>QUALIFICATIONS / REGISTRATION</b>	<p>Desirable</p> <ul style="list-style-type: none"> <li>• Food Safety Handling Certificate</li> <li>• First Aid</li> </ul>
<b>EXPERIENCE, SKILLS AND KNOWLEDGE</b>	<p>Experience</p> <ul style="list-style-type: none"> <li>• Food Preparation</li> </ul> <p>Skills and Knowledge</p> <ul style="list-style-type: none"> <li>• Experience in high pressure situations.</li> <li>• Experience in safe food handling.</li> <li>• A working knowledge of and qualification on Food Hygiene and Safety.</li> <li>• Committed to on-going/in-service training as required.</li> <li>• Excellent written and oral communication skills.</li> <li>• Excellent relationship &amp; team building skills.</li> <li>• Proactive self-starter.</li> <li>• Team player.</li> <li>• Maintain confidentiality.</li> <li>• High sense of professionalism.</li> <li>• Enthusiasm, energy and a focus on working with young children in an ever-changing environment</li> <li>• Basic understanding of Te Reo &amp; Tikanga Māori and willingness to grow in this area</li> <li>• Ability to actively build relationships with teams, children and whānau</li> <li>• An affinity with the Anglican church and its mission</li> </ul>

**Declaration:** This position description may be required to be changed from time to time by Management as the requirements of the organisation changes. The employee agrees that the contents of their position description may be amended, added to, or varied from time to time by the employer, after consultation with the employee.

Date Effective			
Employee name and signature		Date	
Signed on behalf of Employer Manager Name and signature		Date	