RINGAWERA – KARANGA MAI ELC 

# Position Description

**Responsible To:** The Manager, Community Wellbeing North Canterbury Trust (*“the Trust”*)

**Position Purpose:** Responsible for the daily kitchen operations, food preparation and serving of kai within the Centre. We believe food is life and should always be served with aroha. The sharing of kai is a celebrated part of daily life at Karanga Mai.

To promote positive relationships with our Karanga Mai and YPC tamariki,

kaiako, and whānau.

**Relationships:** INTERNAL

* + - Tumuaki – Team Leader, Karanga Mai Early Learning Centre (KMELC)
    - Kaiwhakahaere – Head Teacher, KMELC
    - Person Responsible / Kaiako Tuatahi
    - KMELC kaiako and kaimahi, student teachers, volunteers
    - Tamariki

EXTERNAL

* + - Karanga Mai Young Parents College (YPC) kaiako, kaimahi, tamariki and whānau
    - KidsCan
    - Suppliers

**Report Directly to:** Tumuaki – Team Leader, Karanga Mai Early Learning Centre

Kaiwhakahaere – Head Teacher, Karanga Mai Early Learning Centre

**Direct Reports:**

**Hours of Work:** 7-8 hours per week.

**Location:** Karanga Mai Early Learning Centre, Robert Coup Road, Kaiapoi, North Canterbury.

**General Conditions:** The general terms and conditions of employment for staff at the Trust as used for all staff, will apply.

**Appendices** A Schedule of key accountabilities and expected standards.

B Ideal Appointee Specification.

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# Key Accountabilities & Expected Standards

## **Maintain respectful relationships**

* Communicate with kaiako with any questions or concerns.
* Use warm and respectful communication with tamariki.
* Support the kaiako where needed with food serving or supervision.

## **Maintain a clean and safe working environment**

* To maintain safe and hygienic food practices as outlined in the ‘Food Safety Guidelines’ folder (yellow folder).
* Pre-rinse dishes before placing them in the dishwashers.
* To maintain all surfaces are clean and tidy, including fridges, microwaves and ovens using the appropriate cloths and sprays in accordance with Karanga Mai ELC procedures.
* Clean oven trays and bases after use
* To report any broken equipment or potential hazards to the Karanga Mai ELC Person Responsible.
* To complete ‘end of day’ clean-up.

## **Ensure any food prepared is safe and appropriate for the ages of tamariki being served**

* To maintain daily food records by recording in the ‘Kai Register’ (green folder).
* Have knowledge of all Tamariki allergies and prepare food that is inclusive to all.
* Have read, understood and comply with the ‘*Reducing food related choking for babies and young children at Early Learning Service’* (in kitchen).
* Date any leftovers or baked goods before placing in the fridge/freezer (if required).
* To ensure there is a supply of infant puree and store in freezer with prep date written on lids.
* When tamariki are eating, there must always be a kaiako and/or ringawera sitting at the table actively supervising.

## **To make and serve nutritious, safe and aesthetically pleasing meals in a timely manner**

* Prepare food that is compliant with the ‘*Healthy Food and Drink Guidance Early Learning Services*
* To take into account daily attendance and provide quantities to suit, to minimise unnecessary waste.
* To provide morning teas for serving at 9.30-945am, and lunches for serving at 11.30 – 11.45am, (communicating with kaiako if it is going to be a little later).
* To ensure baking is prepared in advance for morning tea
* To serve morning tea and lunch while bulk of tamariki are eating
* To prepare afternoon tea on the food trolley (and fridge). This could be biscuits, slices, scones, pikelets, etc)

## **To forecast kitchen supplies**

* To unpack and correctly store foods
* Regularly check food expiry dates and try to utilise where possible to minimise food wastage – distribute/replace if necessary.
* Correctly process receipts and/or packing slips.
* Write up any required groceries/dishwashing supplies on the list in the staffroom.

## **KidsCan communications**

* Communicate with KidsCan and Woolworths as necessary
* Complete, in consultation with Tumuaki/Kaiwhakahaere,.the 8-weekly menu cycle requests as required.

## **Shopping**

* From time to time additional supplies need to be purchased from Woolworths. A chargecard is provided for this as necessary.

# Health & Safety Commitment

The Trust is committed to achieving the highest level of health and safety for its employees. All employees are expected to identify and report on, take responsibility for, and resolve issues that may cause harm to themselves or others in the organisation. You are expected to always work safely, and to actively participate in health and safety programmes in your area. It is expected that you will report all accidents, incidents or potential hazards to your manager or Team Leader.

# JD Updated

|  |  |
| --- | --- |
| **Employee:** |  |
| **Signature:** |  | **Date Signed:** |  |

|  |  |
| --- | --- |
| **Manager:** | Deirdre Ryan |
| **Signature:** |  | **Date Signed:** |  |

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# Ideal Appointee Specifications

* Actively committed to working in a culturally informed way, honouring the Tiriti of Waitangi.
* Ability to communicate effectively and develop positive interpersonal relationships.
* Proven ability to work well in an interdisciplinary team environment.
* An approachable, positive professional approach.
* Exceptional organisational and time management skills.
* Ability to think strategically innovatively and act collaboratively.
* Sound experience in community and social services. DO WE NEED THIS?
* Experience in client risk assessment, planned interventions, evaluation, recording and reporting DO WE NEED THIS?.

## Qualifications

* Do we ask for a food certificate?.
* .

# Other Information

* This role may require travel around the Waimakariri District.