

JOB DESCRIPTION – Centre Cook

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| Directly responsible and report to: | Centre Manager |
| Responsible for: | Meeting the nutritional needs of all children attending the centre. |
| Functional Relationships with: | *Parents & whānau and all children attending the centre. *All staff and teachers working within the Centre. |
| Indirect Relationships with: | General Manager, Teaching Services Manager, Head Office personnel, Centre visitors and Ministry of Education, Health & Safety Food representatives & other related agencies. |

MAIN OBJECTIVES:

1. To be familiar with and comply with all regulations/requirements under the national Food Act 2014.
2. To meet the nutritional needs of all children attending the centre on a daily basis.
3. To plan and co-ordinate a healthy, nutritionally balanced daily menu.
4. To maintain appropriate Health and Food Safety Standards.
5. To regularly rotate the menu with consideration to seasonal food availability.
6. To make every effort to prevent food waste.
7. To demonstrate sustainable food practices including using produce from the vegetable garden and fruit trees on site.
8. To engage in self reflection, review and professional goal setting and development (with the support and guidance of the Centre Manager).
9. To be active in the life of the centre and maintain a positive, flexible attitude.
10. Undertake any required training to maintain up to date knowledge of regulatory requirements under the Food Act 2014.

KEY TASKS & SPECIFIC RESPONSIBILITIES:

In regards to Children:

- ❖ To prepare developmentally appropriate and nutritional food for Infants, Toddlers and Young Children at Morning Tea, Lunch, Afternoon Tea and Late Snacks.
- ❖ Ensuring high quality food and fresh potable water is available to the children.
- ❖ Children's eating preferences are observed and recognized in menu planning; likes, dislikes and allergies.
- ❖ Treat all children with respect and warmth, maintaining reciprocal, positive relationships with children.
- ❖ Children have frequent opportunities to work in the kitchen creating a homely atmosphere and providing opportunities for their contribution to the preparation of kai.

In Regards to Parents/Families/Whanau:

- ❖ Provide family/whanau with daily information regarding menu.
- ❖ Menu displayed weekly on noticeboard.
- ❖ Maintain confidential professional relationships with parents/whanau including on-going, informal dialogue about their child's food preferences and age-appropriate food stages.
- ❖ Knowledge about different cultural practices to do with food and hygiene and how this can be reflected in the daily menu.
- ❖ Discuss food allergies with staff and parents and within reason, provide alternative food choices, ensuring that all children's individual dietary requirements are being met.

In Regards to Administration:

- ❖ Comply with all administrative requirements under the Food Act 2014 National standards e.g cooking logs, ordering logs, temperature checks etc
- ❖ Ability to manage the food orders as allocated in the centre budget providing adequate levels of food and variety for the children.
- ❖ Ensure that kitchen equipment is maintained and replaced where necessary so that at all times it is kept in good working condition.
- ❖ Planning and evaluating Menu's regularly, Outcome = clearly written, displayed to parents/whanau.
- ❖ All menus are planned, evaluated, recorded and filed.
- ❖ To actively promote and market the centre and its character to families and the wider community.
- ❖ Ensure cleaning logs are completed daily in accordance to health and hygiene requirements under the Food Act 2014.

In Regards to Teachers/Teamwork:

- ❖ Be prepared to assist staff to prepare and warm bottles, Farex (or equivalent) and other additional food requirements, enabling teachers to stay within ratios.
- ❖ Develop effective and innovative practices for the engagement of children's learning in the kitchen environment.
- ❖ In conjunction with teachers, individual child's diets are monitored to provide family/whanau with up to date information. Discussions regarding children's allergies and the food that children have been introduced to (Under 1 years) are vital.
- ❖ In conjunction with teachers, ensure children's lists of children's allergies are kept up to date.
- ❖ Demonstrate knowledge of the professional health and food standards and practices to all Teachers (and centre families) through professional dialogue and discussion.



In Regards to Health & Safety:

- ❖ Operate the kitchen to a high standard of order and hygiene as set out in the Early Childhood Regulations.
- ❖ Ensure that kitchen equipment is maintained and replaced where necessary so that at all times it is kept in good working condition.
- ❖ All dishes are washed and put away each day leaving the kitchen tidy and clean.
- ❖ The Cook will actively work towards gaining and maintaining a Heart Foundation, Healthy Eating Award and Certification.
- ❖ The ability to assist in maintaining adequate levels of cooking and eating equipment which are managed and kept in a clean, safe and hygienic condition.

Additional Duties:

- ❖ Keep up to date reading relevant information on the nutritional requirements of infants, toddlers and pre school children and communicate this with parents (alongside food tips and recipes) via a monthly newsletter contribution/ Storypark
- ❖ Catering for Staff Meetings and Social Functions when required.
- ❖ Ensure hours worked and breaks taken are correctly recorded, and advise if they need to be amended.

Performance Measures:

Performance will be appraised formally each year by the Centre Manager in conjunction with the Teaching Services Manager and goals will be set for the coming year. Performance is measured against the Job Description, previous year's goals and feedback from parents and other team members.

Informal dialogue and discussion will occur regularly throughout the year with the Centre Manager to monitor progress towards goal's set.