Hiwa-i-te-rangi, Northland College Teen Parent Unit

Kitchen Manager

FIXED TERM

Ka Ora Ka Ako
Job Description

Job title and description	Kitchen Manager
Reporting to:	Manager – Hiwa-i-te-rangi, Northland College Teen Parent Unit
Agreement	Support Staff in Area School's Collective Agreement or IEA
Days of work	Monday to Friday (term time only)
Hours of work	4.7 hours per day, five days per week
Term of employment	26 January 2027 to 9 December 2027
Rate of pay	$33.60 per hour
Key Relationships	
Internal: Manager, BoT, Healthy School Lunches advisor, Lead Nutritionist, Food and Resource suppliers, delivery services and personnel, kitchen assistants and finance personnel. **External:** Students, teaching staff, administration staff, ancillary staff, visitors to the kura at the discretion of the Manager.	

Key Responsibilities	**Performance Criteria**
Manager	• Assist and coordinate in the selection of kitchen assistants and relief kitchen assistants. • Facilitate the individual performance plans for kitchen assistants; • Monitor team performance and conduct regular appraisals; • Manage training and development of kitchen assistants • Manage the efficiency of the day to day operations of the Ka Ora Ka Ako programme; • Adhere to the relevant codes, standards and acts in accordance with the Ministry of Education and Hiwa-i-te-rangi, Northland College Teen Parent Unit BoT Funding Agreement.
Customer Service	• Ensure that the food service delivered meet health and safety requirements and the National Nutrition Guidelines • Understand customer needs and deliver the expected outcomes in a timely fashion ie service times of lunches; • Ensure that the food services provided are considerate and sensitive to special dietary needs of all learners, participants, staff and kura community; • Review work processes for areas of improvement

Operations Management	• Develop a kitchen culture that enhances the mana of Hiwa-i-te-rangi, Northland College Teen Parent Unit and our values; • Support and show guidance in the development of Ka Ora Ka Ako management operations practices and manual; • Select and manage a supplier (or suppliers) of food ingredients and equipment as required to prepare and present healthy lunches; • Monitor and report on progress towards achievement and success of Ka Ora Ka Ako in the school place. Conduct regular surveys throughout the year on acceptability of menu choice, health improvements of students, improved student achievement and focus in learning; • Ensure effective communications are held with Manager, HSL advisors, MOE representatives; • Attend workshops, feedback sessions and video meetings, engage in kura visits with the MOE and key stakeholders; • Gather feedback, twice a term, from key stakeholders to help inform menu selection;
Relationship Management	• To establish meaningful relationships with team members and the wider school community of Hiwa-i-te-rang, Northland College Teen Parent Unit; • Develop and maintain collaborative relationships with key clients; • Establish and maintain active and constructive relationships with other staff within the kura • Provide the Manager with information required by the MOE in a timely manner with respect to funding and reporting; • Provide reasonable assistance and information to the Ministry of Education for the evaluation of 1.34 (a) to inform delivery to ensure students are provided with healthy food; • Provide any feedback on issues and opportunities as they arise to Manager in a timely manner; • Proactively share ideas and challenges with the kura and/or MOE.

Food Nutrition	• Ensure Hiwa-i-te-rangi, Northland College is responsible for providing healthy and nutritious lunches that meet (or exceed) the Ministry of Health's healthy food and drink guidelines for schools and the Nutrition Guidance for the Ka Ora Ka Ako/ Healthy School Lunches;
	  ○ Provide daily lunches that meet nutritional guidelines
	  ○ Provide appropriate portion sizes for all students attending Te Kura Kaupapa Māori o Taumārere;
	  ○ Daily lunches are prepared fresh and not pre-packaged.
	  ○ Provide information of how Te Kura Kaupapa Māori o Taumārere plans to develop and improve menus over time when requested by Tumuaki and MOE;
	  ○ Inform the Tumuaki and MOE upon request of any feedback on the quality of meals received from whānau, students and staff and on possible improvements to the programme as identified.
	• Ensure that the provision of meals meet the dietary and cultural requirements reflective of the student body ie any vegetarian, gluten free, allergy, pregnant or breastfeeding mothers or religious requirements met;
	• Gather an accurate record of the dietary needs of all students and prepare kai to meet those needs.

Health and Safety	• Ensure you are informed and trained in safe food handling practices and procedures in their specific areas of work ie US167 Practise Food and Safety Methods in a Food Business under supervision; • Ensure a Hazard Analysis Critical Control Plan (HACCP) food control plan is actively adopted and used in the kitchen space and recorded each time it is used; • Ensure the Hiwa-i-te-rangi kitchen complies with verification requirements set out by NZ Food Safety; • Ensure a report is filed to the Ministry of Education following each visit from the verifier from Far North District Council, Kerikeri; • An accredited verifier must carry out a site visit often to provide assurance about how much care is taken to make sure food is safe and to gain confidence in the kitchen

	management; ● Report any health and safety issues and/or hazards to the Manager and/or Northland College health and safety committee.
Verification of food safety measures	To achieve verification, Hiwa-i-te-rangi, Northland College must demonstrate the following food safety measures to the verifier, but not limited to; ● Food temperatures and how to make sure; ○ Food that needs to be thoroughly cooked (eg poultry) is thoroughly cooked; ○ Hot food are kept hot enough; ○ Cold food are kept cool enough; ○ Food is cooled in a way that meets the cooling requirements of the plan; ● Separation and how to make sure; ○ Cooked foods are kept apart from raw food ○ Food containing allergens are kept apart from foods without allergens; ○ Dirty hands and dirty preparation surfaces cannot come in contact with food. ● Following a cleaning and sanitising programme for kitchen and frequently touched surfaces; ● How to make sure people keep their hands clean so bacteria cannot be passed on to food; ● How to make sure people have the information/training they need to be able to successfully follow the plan and serve safe food to students of the kura.
Reporting	● Provide an end of term report to the MOE (use the end of term template provided at *appendix 2* in the funding agreement. ● Fortnightly hui with Manager to report on HSL programme progress.
Evaluation	● Evaluation data will be collected as well as feedback and ideas discussed between MOE and Hiwa-i-te-rangi, Northland College Teen Parent Unit throughout the delivery of the Ka Ora Ka Ako programme; ● Monthly kura questionnaires (or student food diaries) and lunch photos, used to help understand more about student food security and well-being; ● Provide lunch assessments used to help understand the variety and healthiness of food being provided to students; ● Interviews to discuss the local context in relation to food provision.

Person Specifications	**Performance Criteria**
Education	● NCEA Level 1 Literacy and Numeracy
Qualifications and/or Experience	● A Diploma (level 5) qualification or higher and/or five years working as a chef.
Essential Understanding	Essential to the kaupapa and ethos of Te Kura Kaupapa Māori o Taumārere that the Kitchen Manager have an understanding of Te Aho Matua in practice, and how kaitiakitanga and manaakitanga through the provision of kai and the environs of enjoying kai, enhance the learner and the way they experience mātauranga.
Work Experience	● At least 5 years in hospitality industry; ● Proven experience of managing kitchen staff; ● Managing finance including budget preparation, purchasing and reconciliation ● Nutrition and Menu planning
Essential skills	● Food preparation ● Cooking and food presentation skills; ● Knowledge of budgeting; ● Stock control and management; ● Understanding hygiene and health and safety regulations; ● Knowledge of new develops in food nutrition; ● Food technology and cooking methods;

	● Knowledge of how to respond to nutrition and dietary needs ● The practice of keeping work areas clean and tidy; ● Order food supplies and cooking equipment ● Cleaning of the kitchen space ● An awareness of operations of all equipment and their functions; ● A regular maintenance schedule for all electrical appliances; ● Keep records of supplies (inventory, stocktake) ● Effective communication with Manager, staff and students of Hiwa-i-te-rangi, Northland College Teen Parent Unit;

Kitchen Manager: ……..

Date: ……..

Northland College Tumuaki: …….

Date: ……..