



HERETAUNGA COLLEGE
Titiro Whakamau
(Hutt Valley Teen Parent School)



POSITION DESCRIPTION

POSITION: COOK / KITCHEN MANAGER (Kitchen Superstar)

LOCATED AT: Titiro Whakamau (Hutt Valley Teen Parent School)

REPORTS TO: Head Teacher / Deputy Head Teacher

WORKING RELATIONSHIPS: All HC/TPU Staff, TPU Students and external customers.

The Mission Statement of Heretaunga College:
Growing connected, creative, resilient and engaged citizens

TITIRO WHAKAMAU:

Titiro Whakamau is a school which has been supporting teen parents for over 26 years by offering a second chance at education with the support of community based services. We have the following objectives: to continue the education of teen parents; to promote positive parenting; and to increase the self esteem and enhance the work readiness of our teen parents.

PURPOSE OF POSITION:

The purpose of this position is to take responsibility for the effective daily management and provision of the Teen Parent School lunches, according to the requirements of Ka Ora, Ka Ako Nutrition Standards.

Reporting to the Head/Deputy Head Teacher, the successful applicant will have experience working in the Hospitality Industry, be well organised, positive and flexible. This position requires a proactive, reliable person who relates well with young people, is able to work independently and as part of a team, in our unique small school environment.

Professional Expectations

It is expected that all staff will:

- Act in a confidential and professional manner at all times – respecting student and staff privacy. Be mindful of audience when discussing student/staff issues in person or over the phone.
- Establish and maintain respectful and professional working relationships with key personnel/colleagues and respecting decisions made by the Senior Leadership Team.
- Uphold the College's PRIDE values and lead by example.

Key Components / Objectives of this role include:

1. Prime Responsibilities.
2. General / Administration.

KEY RESPONSIBILITIES AND EXPECTED OUTCOMES:

Key Responsibilities:

Expected Outcomes:

1. Prime Responsibilities	
Produce and serve nutritious, enjoyable and safe lunches.	<ul style="list-style-type: none"> • Understand and uphold the Ka Ora, Ka Ako Nutrition Standards. • Meals served for 10-20 students, on time daily. • Meet any cultural and dietary needs of students. • Involve students where possible in this process.
Manage Food plans, Budgets.	<ul style="list-style-type: none"> • Plan menus that support the Nutrition Standards. • Place shopping orders. • Understand the Ka Ora, Ka Ako funding and meal budget. • Maintain clear records and keep within budget.
Fulfil Health, Safety and Food Safety Requirements.	<ul style="list-style-type: none"> • Create and Manage a Food Control Plan (FCP). • Prepare, serve and store food safely. • Manage leftover food appropriately. • Manage and record receipt of delivered foodstuffs. • Attend workshops offered.
Meet reporting requirements.	<ul style="list-style-type: none"> • Menu plan for each term. • Term review. • Assist in the completion of required reports to Ministry of Education.

2. General / Administration	
Participate in Department development/improvement and in the Appraisal process.	<ul style="list-style-type: none"> • Advise Head/Deputy Head Teacher of potential improvements to current work practices. • Actively participate in the appraisal process and job description review.
Work Collaboratively	<ul style="list-style-type: none"> • Regular meetings with Head/Deputy Head Teacher, to review meals, plans, orders, budgets.
Participate in life of the TPU/School	<ul style="list-style-type: none"> • Attend staff meetings as required. • Positive working relationship developed within the department. • Develop co-operative and supportive relationships with staff and students. • Participate in professional development as required.
Advise in advance, the Head/Deputy Head Teacher of appointments or any other reason preventing attendance at work.	<ul style="list-style-type: none"> • All absences must be communicated personally (by the employee), except in exceptional circumstances.
Be flexible	<ul style="list-style-type: none"> • Be able to adapt to changes in school routines, number of students, student feedback.
Other tasks as may be required by the Head/Deputy Head Teacher from time to time.	<ul style="list-style-type: none"> • To complete such tasks and projects within the capacity of your role, in a competent and timely manner in accordance with directions.

I have read and understand the above position description and accept all the above responsibilities incorporated herein.

Employee

Date Signed

Debbie Whiteley
Head Teacher, Teen Parent School

Date Signed



Application for Appointment to a Position at Titiro Whakamua (Hutt Valley Teen Parent School)

A. POSITION APPLIED FOR	
B. PERSONAL DETAILS	
Surname:	
First Names:	
Full Postal Address:	
Contact Telephone Numbers (Mobile)	
(Home)	
(Work)	
Email Address:	
C. PROOF OF IDENTITY AND RIGHT TO WORK	
Shortlisted/applicants being interviewed for any position at Heretaunga College will be required to complete the Safety Check form and provide two forms of original photo identification (e.g. passport, New Zealand drivers licence) - You must bring these along to your interview.	
IMMIGRATION INFORMATION	
Are you a New Zealand Citizen?	Yes / No
If 'No', do you have residency status or a current work visa?	Yes / No
Are there conditions applied to your Visa?	Yes / No
If 'Yes', what are the conditions?	

D. QUALIFICATIONS			
Certificates, degrees, diplomas or other relevant qualifications	Institution	Major	Date Year Completed

E. EMPLOYMENT		
Current Position Held (Specify):	Status (Permanent, Fixed Term etc)	Date Appointed
Job Title: Employer:		
Previous Employment:	Status (Permanent, Fixed Term etc)	Dates
Job Title: Employer:		to
Job Title: Employer:		to
Job Title: Employer:		to

F. REFEREES			
Applicants should nominate up to three referees below. The College will contact the referees so please ensure full details are given, including phone numbers.			
	Full Name of Referee	Phone	Email
1			
2			
3			

AUTHORITY TO APPROACH OTHER REFEREES	
I authorise the Board, or nominated representative, to approach referees/authors of written references and persons other than the referees whose names I have supplied, to gather information related to my suitability for appointment to the position.	Yes / No
I authorise the Board, or nominated representative, to access any information held by any professional body or licensing/education authority, including matters under investigation, to gather information related to my suitability for appointment to the position.	Yes / No

APPLICANT DECLARATION

- (i) I certify that the information given in this application is to the best of my knowledge correct. I understand that this may be verified.
- (ii) In accordance with the Privacy Act, I authorise the Board of Trustees to obtain further information from the referees listed in this application and consent to the referees disclosing such information to the Board.
- (iii) I know of no reason why I would not be suitable to work with children/young people.
- (iv) I also authorise the Board of Trustees to make other enquiries as they see fit in relation to my application and consent to the disclosure of information to the Board by such persons of whom enquiry is made on matters pertinent to the position description and person specification.
- (v) I understand that if I have supplied incorrect or misleading information or have omitted any important information, any offer of employment may be withdrawn, I may be disqualified from appointment, or if appointed, my employment may be terminated.

INFORMATION FOR APPLICANTS

- (i) Applicants will be expected to furnish a 'Curriculum Vitae' and should state in support of their application any special qualifications, experience, or strengths that they feel they possess, and any extra-curricular activities with which they may be prepared to assist.
- (ii) It is the applicant's responsibility to ensure that the application reaches the Board before the closing date specified in the Advertisement. Where there is any doubt a follow up email should be sent to klaujj@heretaunga.school.nz or phone (04) 939-9370 ext. 889 to confirm receipt.

Signature of Applicant: _____ Date: _____

PRE-EMPLOYMENT SAFETY CHECK

The Children's Act 2014

The Children's Act 2014 requires organisations funded by state services to undertake a complete and thorough check of all paid staff in the state-funded children's workforce.

In applying for a position at Heretaunga College, should you be short-listed and/or interviewed for a position, you authorise us to undertake the following safety checks:

- Confirmation of Identity – by providing 2 forms of identification (1 photographic)
- Referee Check
- Work History Check
- Police Vet
- Teaching Council Check or Professional Body or Licensing Authority

DECLARATION STATEMENT

Declarations:

Please Circle:

Have you ever been convicted of, or are being prosecuted or investigated for, a criminal offence?

Yes / No

Have you ever been disciplined by a regulatory authority eg. Teaching Council?

Yes / No

If you have answered 'Yes' to any of these questions please give full details. We will only take them into account if we consider them relevant to the position for which you have applied. All information provided in this application will be treated as strictly confidential and will only be used for the purpose of this application for a position at Heretaunga College.

I certify that to the best of my knowledge the details provided on this form and all other supporting papers are true and correct. Furthermore, I understand that the provision of false or misleading information given in response to any questions on this form or the failure to disclose information will result in the termination of any contract of employment entered into, or the withdrawal of any offer of employment. I also hereby give my consent to the processing of data contained or referred to in this application, in accordance with the Privacy Act 1993 and any subsequent legislation.

Signed: _____ Date: _____

Full Legal Name: _____

OFFICE USE

IDENTIFICATION SIGHTED: One must contain a photograph (copies attached)

Type:	Number:	Expiry Date:
Checks Completed:	Date:	Undertaken By:
Referee Checks		
Work History Check		
Police Vet		
Teaching Council / Professional Body / Licensing Authority		