



Te Whakatūranga ō Mahi

POSITION DESCRIPTION

Breakfast Cook

Reports to	The Principal
Responsible to	Executive Chef Director of Boarding
Functional Relationships	Acland House staff Acland House students
Position details	Permanent, Part-time (Term time only) Hours of Work: 5:30am – 11:30am, Monday to Thursday (24 hours per week)

Responsibilities

As a key member of our staff, the **Breakfast Cook** will lead with our values:

Manaakitanga

Leading with moral purpose

Whanaungatanga

Leading by building and maintaining authentic relationships

Aroha

Leading with empathy and understanding

Rangatiratanga

Leading with Mana and empowering others

The Breakfast Cook is responsible for the preparation and service of breakfast and morning food items within a busy boarding house kitchen. This role requires excellent organisation, efficiency, and the ability to work independently to deliver high-quality food within tight timeframes. This is a **busy and hands-on role**, particularly during early morning hours. Flexibility to work additional hours during school holidays may be required

Personal Attributes | Kā Āhukatanga Whaiaro

- Highly organised and proactive
 - Positive and hardworking attitude
 - Able to multitask and remain calm during busy periods
 - Team player with good communication skills
-

Skills and Experience Required

- **Current food handling certificate** (essential)
 - Experience working in a kitchen or food service environment preferred
 - Strong organisational and time management skills
 - Ability to work independently and prioritise tasks effectively
 - High level of efficiency and attention to detail
 - Ability to perform well under pressure in a busy environment
 - Reliable, punctual, and professional
-

Key Accountabilities | Ngā Takohanga

Key Tasks	Key Objectives
Kitchen service	<ul style="list-style-type: none"> • Prepare and serve a range of hot breakfast dishes and continental breakfast options • Prepare morning snacks • Undertake baking for morning tea • Prepare ingredients for rolls, wraps, and other lunch items • Prepare fresh salads and soups for lunch service • Ensure all food is prepared and presented to a high standard • Maintain a clean, safe, and hygienic kitchen environment • Follow all food safety and hygiene regulations • Manage time effectively to meet the demands of a busy morning service • Work efficiently to ensure all food is prepared within a fast-paced shift
Te Tiriti o Waitangi partnership	<p>FOR NON-TEACHING STAFF:</p> <ul style="list-style-type: none"> • Ensure culturally responsive practice and understanding of Aotearoa New Zealand's cultural heritage, using Te Tiriti o Waitangi
Financial Assets	<ul style="list-style-type: none"> • Effectively and efficiently uses available financial resources and assets, within delegated areas of authority
Community	<ul style="list-style-type: none"> • Contribute to building a positive culture across the school with a connected, engaged, caring and supportive community • Develops and maintains positive respectful relationships with students, staff, whānau and the wider community • Communicates effectively and establishes good communication processes within the school and with the community • Strengthen community relations through connections with parents, whānau, prospective parents and the wider community
Safeguarding	<ul style="list-style-type: none"> • Undergo Police vetting • Adhere to and implement relevant policies, practices, and procedures for safeguarding
Health and Safety	<p>All staff are expected to</p> <ul style="list-style-type: none"> • Implement and adhere to all safe work practices and procedures in accordance with the school Health and Safety Policies • Monitor and take care of the health and safety of others within your areas of responsibility and report any hazards in accordance with school procedures • Participate as required in the resolution of Health and Safety issues and training as required
Staff Expectations	<p>All staff are expected to:</p> <ul style="list-style-type: none"> • Always conduct themselves with professionalism and adhere to the school policies and procedures • Promote the vision and values of Christchurch Girls' High School Te Kura o Hine Waiora and be an advocate for the school and our students in the community
General	<ul style="list-style-type: none"> • Undertake specific responsibilities and duties at the discretion of Principal Tumuaki and/or the Director of Boarding

Breakfast Cook

Name: _____

Signature: _____

Date: _____

Principal | Tumuaki

Name: _____

Signature: _____

Date: _____