



# Christchurch Girls' High School | Te Kura o Hine Waiora

Manaakitanga Whanaungatanga Aroha Rangatiratanga

## Te Whakatūranga o Mahi

## POSITION DESCRIPTION

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### Chef / Baker

Reports to	The Principal
Responsible to	Executive Chef / Catering Manager Director of Boarding
Functional Relationships	Acland House staff Acland House students
Position details	Fixed-Term, Part-time (Term time only) Hours of Work: Minimum 20 hours per week Days of work span Monday to Sunday, as rostered by the Executive Chef and negotiated with the Director of Boarding.

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### Responsibilities

As a key member of our staff, the Chef/Baker 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 Baker/Chef is responsible for assisting the Catering Manager and other cooks in preparing and storing food, washing dishes and kitchen utensils, and cleaning work areas. Flexibility to work additional hours during school holidays may be required

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### Personal Attributes | Kā Āhuetanga Whaiaro

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

- Current food handling certificate (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
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## Key Accountabilities | Ngā Takohanga

Key Tasks	Key Objectives
Kitchen service	<ul style="list-style-type: none"> <li>• The production and sorting of student’s daily Baking and Afternoon tea.</li> <li>• Breakfast preparation on occasion</li> <li>• Assist other staff in the preparation of lunch, afternoon tea, or dessert if required.</li> <li>• Ensure all items are topped up and prepared for next breakfast shift.</li> <li>• Wash and clean utensils and dishes and make sure they are stored appropriately</li> <li>• Maintain a clean work area in line with food safety guidelines</li> <li>• Handle, sort, store and distribute food items</li> <li>• Wash, peel, chop, cut and cook foodstuffs and help prepare and top up baking items and desserts</li> <li>• Sort and dispose of rubbish and recycling</li> <li>• Organise laundering of kitchen linen</li> <li>• Clean food preparation equipment, floors and other kitchen tools or areas</li> <li>• Develop a working knowledge of dishes featured on the menu</li> <li>• Ensure proper support for other shift staff and the Catering Manager as required</li> <li>• Comply with all policies and procedures and reasonable requests from Catering Manager or Director of Boarding or Principal</li> </ul>
Te Tiriti o Waitangi partnership	<p>FOR NON-TEACHING STAFF:</p> <ul style="list-style-type: none"> <li>• Ensure culturally responsive practice and understanding of Aotearoa New Zealand’s cultural heritage, using Te Tiriti o Waitangi</li> </ul>
Financial Assets	<ul style="list-style-type: none"> <li>• Effectively and efficiently uses available financial resources and assets, within delegated areas of authority</li> </ul>
Community	<ul style="list-style-type: none"> <li>• Contribute to building a positive culture across the school with a connected, engaged, caring and supportive community</li> <li>• Develops and maintains positive respectful relationships with students, staff, whānau and the wider community</li> <li>• Communicates effectively and establishes good communication processes within the school and with the community</li> <li>• Strengthen community relations through connections with parents, whānau, prospective parents and the wider community</li> </ul>
Safeguarding	<ul style="list-style-type: none"> <li>• Undergo Police vetting</li> <li>• Adhere to and implement relevant policies, practices, and procedures for safeguarding</li> </ul>
Health and Safety	<p>All staff are expected to</p> <ul style="list-style-type: none"> <li>• Implement and adhere to all safe work practices and procedures in accordance with the school Health and Safety Policies</li> <li>• 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</li> <li>• Participate as required in the resolution of Health and Safety issues and training as required</li> </ul>
Staff Expectations	<p>All staff are expected to:</p> <ul style="list-style-type: none"> <li>• Always conduct themselves with professionalism and adhere to the school policies and procedures</li> <li>• 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</li> </ul>
General	<ul style="list-style-type: none"> <li>• Undertake specific responsibilities and duties at the discretion of Principal   Tumuaki and/or the Director of Boarding</li> </ul>

Chef / Baker

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Principal | Tumuaki

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_