



## Position description

Cook/Shift Supervisor.

**REPORTING TO:** Catering Manager

**TAKING DIRECTION FROM:** Catering Manager

**FUNCTIONAL RELATIONSHIP:** Staff  
Students

### SUPPORTING THE GOALS OF:

- The Strategic Plan
- Overall site excellence

A high level of communication and support must exist within the Catering Department to support the goals and the expected outcomes of the Department. The catering team as a whole are responsible for maintaining high standards of the food safety plans, high standards within the catering environment. Direction will be given by the Catering Manager in regard to rosters and additional duties.

### KEY ATTRIBUTES:

- Efficient use of time
- Team collaboration and support
- Effective communication
- High standards

DUTIES	FREQUENCY	OUTCOME
To ensure the duties as outlined in your training and training notes are carried out in an efficient and timely manner.	Daily	Efficient team work within the department
To prepare and execute the menu plan when in sole charge	Rostered	Meals provided to a high standard.
To work rostered duties during hireage's of the school.	When required	To maintain a good relationship with groups who hire the school.  Good reputation

H&S – To notice and report any health and safety issues in a timely manner.	ASAP	Matters are addressed as soon as possible Policy and procedure followed.
H&S – to ensure all chemicals or hazardous goods are stored appropriately.	Always	Minimise risk
To ensure you are in uniform and well presented	Always	High standards maintained
To ensure your work spaces are always kept to a high standard	Always	High standards maintained
When managing a shift – to give clear guidance to other staff	Always	Team support
To support the team and present a professional image when catering for functions	Always	High standards maintained.
To support and uphold the values and special character of Nga Tawa	Always	An environment reflecting the special character of the school.