



TE KURA TAKIWA O MANGAKAHIA

MANGAKAHIA AREA SCHOOL

1480 Mangakahia Road, Titoki, Whangarei, 0172
www.mangakahia.school.nz

Email: admin@mangakahia.school.nz
Phone: 09 4331702

KITCHEN MANAGER JOB DESCRIPTION

RESPONSIBLE TO: Principal

**FUNCTIONAL
RELATIONSHIP:** Senior leadership team
Teachers
Support staff
Community

PRIMARY OBJECTIVES: To create nourishing kai and give students access to a nutritious lunch every day.

DAYS AND HOURS OF WORK: 8.30am - 3.00pm, 5 days a week. Term time only. Any additional hours will be paid through a timesheet and must be approved by the principal in advance.

TASKS	OUTCOMES
Oversee menu development	<ul style="list-style-type: none"> ● Understand and uphold the Ka Ora, Ka Ako Nutrition Standards. ● Work with the Ka Ora, Ka Ako Nutritionist to create/maintain a menu that supports the Nutrition Standards. ● Share a term-based menu before the beginning of each new term. ● Understand the special dietary requirements of ākonga. Ask for support from the Ka Ora, Ka Ako Nutrition Team if there are any complex dietary needs.
Manage the food service	<ul style="list-style-type: none"> ● Coordinate lunches with school staff. ● Supervise lunch production and service. ● Manage ordering with external suppliers including food, chemicals and equipment.
Health and safety	<ul style="list-style-type: none"> ● Create a Food Control Plan (FCP) specific to your kitchen. ● Understand safe and suitable kai, take opportunities to attend workshops offered by the Programme. ● Manage the Food Control Plan (FCP), complete FCP records daily and ensure the FCP is annually registered and verified by the regional verifier.
Oversee the kitchen finances	<ul style="list-style-type: none"> ● Understand the Ka Ora, Ka Ako funding and meal budget. ● Cost meals accurately to ensure the menu is within budget. ● Maintain food costs at levels required.

DECLARATION

Approved by:	<i>Rachel Clothier-Simmonds</i>
Date approved:	<i>25.11.24</i>
Reviewed:	
Appointee:	
Start date:	