



## JOB DESCRIPTION

<b>Job Title</b>	Ringawera (Chef/Cook)
<b>Service</b>	Māori Cultural Services – Hub & Haeata
<b>Location</b>	Haeata, HomeGround, 140 Hobson Street, Auckland CBD
<b>Reports to</b>	Haeata Team Lead
<b>Direct reports</b>	NIL
<b>Date Prepared / updated</b>	March 2024
<b>Key Relationships</b>	Haeata team, volunteers and whānau clients, Hub, and Front of House

### About the Organisation

Auckland City Mission - Te Tāpui Atawhai supports Aucklanders in greatest need. Our services have evolved as the city's social needs have done and we respond to these needs with care and compassion while advocating for a reality where there are: enough suitable homes, enough money for nutritious food and easily accessible health care for all. Since our doors opened more than 100 years ago, this has been our 'why'. We offer support for however long and in whatever way needed – for some people that's simply accessing one of our many services, for others that's a complex journey with our full support.

### Purpose of Job

The Ringawera (Chef/Cook) directs and participates in the preparation of food for the service to provide nutritious meals for Mission whānau clients, fosters a good working environment for volunteers, kitchenhands, contributing to the overall engagement and dining experience in Haeata.

### Key Responsibilities

Ringawera (Chef/Cook) are responsible for the following duties and tasks;

- Leads service and directs and guide kitchenhands and volunteers
- Has knowledge of ordering processes, record and accounts, and is considerate of kitchen budget
- Preparing a variety of cost effective, nutritious menus and options
- Works with service team leaders to ensure that food safety requirements and regulations are complied with
- Monitors food safety practices to ensure that employees and volunteers follow standards and regulations
- In conjunction with the Kitchen Manager develop and manage a training programme that incorporates cooking, and kitchen skills for whānau clients of the Mission

### Skills and Experience

- Experience in a supervisory role in commercial kitchen



- Confident with basic food preparation, and sound knowledge of food safety regulations and practices
- Commitment to the Auckland City Mission (Te Tāpui Atawhai) brand and culture
- Commitment to embodying the principles of the Treaty of Waitangi in organisational practice
- An appreciation of the multi-cultural nature of both New Zealand and the Mission's staff, volunteers and whānau clients
- Willingness to advocate for (social Justice), improved social conditions and a fair sharing of the community's resources