



ST MARGARET'S
COLLEGE

Kitchen Assistant (Helping Hand) Role Description

Prime function:

To assist the Head Chef and other Chefs with various food, kitchen and dining hall-related tasks.

Main duties:

The main duties of the role are the following:

- Cleaning dishes, equipment and surfaces
- Helping with the preparation of ingredients for meals
- Helping serve our College Members at mealtimes

Other duties in keeping with the prime function of the role may be required from time to time. These may include assistance with cooking depending on the interest and skill level of the incumbent.

Reports directly to:

Head Chef

Direct reports:

- No direct reports
- Functional relationships with all College Staff

Outcomes expected:

- Assisting in food prep and kitchen duties as directed by the Head Chef and Chefs
- Maintaining high standards of hygiene and cleanliness that adhere to the HA CCP guidelines
- Ensuring that the requirements of the St Margaret's College Health and Safety Policy are always followed
- Interacting with College Members in an appropriate and positive manner
- Working effectively with the kitchen team

Qualifications, skills and experience:

- Food Safety Certificate 167 is required (the College is happy to assist the acquisition of this Certificate)
- Ability to work within a team – maintains an open, respectful and professional approach at all times
- Knowledge of food hygiene
- Ability to work independently and steadily through written preparation lists
- Ability to work under pressure
- Ability to adapt to changing circumstances and work demands
- Ability and initiative to improve how a job is done
- Ability to follow policies and procedures
- Ability to problem-solve

- Patient, helpful, upbeat and friendly nature
- High level of honesty and integrity
- Ability to lift to 20 kgs
- Some basic cooking interest and skills desirable but not required
- Must maintain a valid NZ Government COVID-19 vaccination pass

Notes:

- While the role is permanent, it is not necessarily a full-year role. Employment may or may not be available over the summer holiday period (mid-November to mid-February).
- Paid hours of work are 40 hours per week.
- Working hours are set at 10.30 am to 7.00 pm, Sunday through Thursday (no split shifts), which includes an unpaid 30-minute lunch break (meal provided free of charge).
- Annual leave should normally be taken only during the summer holiday period.
- Remuneration is commensurate with qualifications, skills and experience. The College remunerates all non-casual staff at or above the living wage.

Confidential enquiries may be directed to the College's Head Chef, Bede Beaumont, at chef@stmargarets.college or phone 03 926 9696.