

JOB DESCRIPTION

Title	Wainui Park Camp Cook
Based at	Wainui Park
Reports to	Wainui Park Manager
Works at	Wainui Park
Direct Reports	None
Works with - internal	Wainui Park Manager Wainui Park Team Leader/s Wainui Park Intern Instructors Programme Manager Wainui Park maintenance and housekeeping Health & Safety Officer
Works with - external	General public School Groups Communitygroup Corporate groups Holiday Camp participants
Terms of Employment	Salary based on 60 hours per fortnight, plus accommodation provided. Hours are varied including weekends – dependent on bookings
Objective	Achieving our mission of “making a positive difference everyday”
Job Purpose	The Camp Cook’s role is to deliver high quality, nutritious meals to a tight budget, and ensure the kitchens are maintained to a high standard of cleanliness. The Camp Cook should at all times demonstrate our core values of Kindness, Inclusivity, Responsibility and Honesty and ensure our relationship with all parties who come to camp remains positive.

Overview of Wainui Park

Wainui Park is a branch of The Kind Foundation – one of 5 sites. The Kind Foundation is a community organisation which aims to develop people in mind and body, from a strong values base and in particular with a strengths based approach to youth development. As well as our two camps, The Kind Foundation also operates a commercial hotel, a large recreation/sport complex, a city-central community hub which includes many different activities, two pre-schools and more. The common aspect through all our programmes and services are core values and a dedication to our community.

Developing young people through adventure in the outdoors is a key aspect of The Kind Foundation and has been an important part of the organisation's work, for nearly 100 years. For Cantabrians it is a place of positive memories and holds an iconic reputation for children and young people both past, present and future. It is a place where skills are discovered, memories are created, and often long-term developmental outcomes are achieved for participants. As well as our camp at Wainui we also have a camp in Arthurs Pass – the two centres work closely together with the Wainui Park manager overseeing both operations.

Wainui Park is a residential centre that primarily delivers Outdoor Education for school groups from the Canterbury region. Alongside our provision for school groups, the centre welcomes a wide and diverse group of clients including local youth, church and community groups, corporate groups and through our campsite, the public. The centre offers a variety of activities including kayaking, coasteering, abseiling and a giant swing. The centre can accommodate, cater for and provide activities up to 250 people over three different areas, a lodge, a cabin site and a tent site. Most of the staff team live on-site. At peak season the park employs around 20 staff.

Located on the Akaroa Harbour Wainui is a hive of activity from holiday-makers during the summer months and a sleepy hamlet with a few permanent residents in the winter. There is no amenity in Wainui, however Duvauchelle is a 20 minute drive away and has a petrol station, pub and small grocery shop. Wainui is a 35 minute drive from Akaroa and 1 ½ hours drive from the centre of Christchurch.

Overview of Role

This role is solely responsible for the cooking of meals at Wainui Park, and the oversight and management of the kitchen and food safety plan which is part of this. Not all groups who come to Wainui choose to purchase a catering service from us, but for those that do we aim to provide them a positive experience in terms of the food they are served. We believe that if the catering is right the entire experience at Wainui will be considered a success, while likewise the opposite is also true. Therefore this role is not just about devising and cooking great meals, it is also about being part of the bigger delivery team and a focus on ensuring our guests have a great time. The role is ultimately responsible for menu planning, food ordering, cooking, cleaning and maintenance of the kitchens – all while retaining our tight profit margins. All profit derived from the catering operation is profit that can be reinvested into providing great developmental experiences for children in the outdoors.

Key Responsibilities:

- Catering for schools, community and corporate groups. This includes menu planning, budgeting, food orders, kitchen maintenance, stock control, inventory, waste management, and hygiene requirements. Catering is to meet the dietary requirements of groups onsite.
- Manage food costs so that profit margins are achieved.
- Operating within the Food Safety Plan and maintaining all documentation according to legislation, including but not limited to:
 - Maintaining a high standard of cleanliness across all kitchens onsite.
 - Deep cleaning of kitchens to be done regularly as a part of the Food Safety Control Plan.
 - Ensuring stock rotation and food par levels are followed.
- Complete regular stock takes.
- Attending staff meetings and reporting to management as required.
- Leading and training staff assisting in the kitchen, and ensuring they are maintaining Safe Food Handling procedures and kitchen hygiene.
- Assisting with maintenance and housekeeping from time to time.

Core skills required:

- Ability to cook nutritious, delicious meals for large groups while retaining profit margins
- Efficient time management and organizational skills
- Stock management and experience with working to a Food Safety Plan
- Excellent communication skills and the ability to relate to people from different backgrounds
- Ability to work both as a team and independently
- Computer literacy skills- Microsoft Word, Excel, booking and ordering systems
- Professional in behaviour and attitude
- High level of personal hygiene and presentable
- Approachable and confident
- An understanding of Tikanga Māori and the principles of Te Tiriti o Waitangi
- Understand the Vulnerable Children's Act and The Kind Foundation's stated objective to be a child safe organization

Qualifications & Experience:

- Experience in catering and hospitality
- Food Safety Handling certificate
- Current First Aid certificate
- Full Drivers license
- Clean police record/ drug free

Career Development Pathways:

- **Sideways:** Catering/F&B roles within other Kind Foundation departments
- **Outwards:** Catering roles with other outdoor camps in New Zealand
- **Upwards:** Camp leadership or management of other areas in The Kind Foundation

The Kind Foundation Statement on Child Protection

The Kind Foundation is committed to providing a Child Safe environment for all children who come into contact with The Kind Foundation.

The Kind Foundation Statement on Career Development

The Kind Foundation tries wherever possible to allow staff to develop their skills in a planned way which allows them to progress to other roles if they aspire to.

Staff are encouraged to seek out professional development opportunities that enhance their learning and development, particularly where this improves their effectiveness in their role and/or provides them with more options for future career pathways within the organisation.

Performance reviews which include planning personal development occur at least once a year but should be an ongoing conversation between staff and their direct report.

Employee Signed: _____ Date: _____

Employee to please initial each page

Signed for The Kind Foundation: _____ Date: _____