**POSITION DESCRIPTION**

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| **POSITION:** | **Little Doves Centre Assistant** |  |
| **STATUS:** | Permanent |
| **TIME:** | Job share: Monday to Friday 8.00am – 4.30pm  30 minutes for lunch each day  4 weeks annual leave |
| **LOCATION:** | Little Doves Early Learning Centre, Kristin School  Auckland, New Zealand |
| **VISION / CONTEXT:** | Kristin School is an independent co-educational school for students from Early Learning to Year 13, which aims to provide students with a superior all-round education, to prepare them to be responsible global citizens, to think creatively, reason critically, communicate effectively and learn enthusiastically throughout life.  Key to the achievement of this vision is the School’s strategy of attracting and retaining the Best People. | |
| **VALUES** | * Progress with vision, integrity, and love. | |
| **LINE MANAGEMENT:** | * Reports directly to the Little Doves Early Learning Centre Manager | |
| **KEY RELATIONSHIPS:** | * Teachers, Teaching Assistants and Administrator * Students and their families * Junior School Office * Business Services | |
| **SALARY:** | Negotiable | |
| **JOB PURPOSE** | To prepare and serve healthy and nutritious meals for the children in the Centre for part of each day. This also involves ensuring that kitchen health and hygiene regulations are met.  To work in the classrooms assisting teachers with the care and learning for the children for part of each day.  To assist with keeping the Centre clean and tidy and other activities that may be required to ensure the smooth running of the Centre. | |

| **Accountabilities** | **Responsibilities & Expectations** | **Performance Indicators** |
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| 1. **Kitchen Assistant** | * Prepare meals for children, including lunch and snacks. * Deliver meals to rooms as required for designated mealtimes. * Retrieve dishes from rooms and ensure trolleys are clean and tidy. * Do the dishes from rooms and ensure the kitchen is clean and tidy throughout the day. * Ensure health and safety regulations are strictly observed under the Food Act 2014. * Ensure that any special dietary requirements for the students are catered for. * Ensure all eating spaces and clean and hygienic. | * Meals are prepared on time and correctly, as per the instructions of the food provider. * Feedback from each room that meals are delivered on time and accurate. * Feedback that dishes and trolleys have been cleared to an adequate standard. * Evidence all dishes are done and eating areas are cleared after meals times. * Feedback from the Chef they have had help with dishes as required. * Kitchen is clean and hygienic throughout the day. * Verification achieved and maintained under the Food act 2014. |
| 1. **Centre cleaning** | * Ensure the centre is kept clean and tidy throughout the day. * Assist teachers with tidying of rooms and outdoor areas as needed. | * Evidence the centre is clean and tidy as required throughout the day. * Feedback from teachers they have been supported to clean and tidy play and meal areas. |
| 1. **Assisting teachers** | * Provide support to teachers as required, which could include assisting with a play activity, helping with meal times, nap times etc. * Treat all children as individuals, with kindness, love and respect. | * Feedback from teachers that support has been provided as needed and in positive and friendly manner. * All children are treated with kindness, love and respect. |
| 1. **Health & Safety** | * Actively support a safe and supportive work environment by ensuring compliance with the School’s policies, procedures and legislative requirements. * Ensure all practicable steps are taken to keep safe while on the School grounds or participating in school activities. | * Evidence of compliance with School’s policies, procedures and workplace health & safety legislative requirements. * Evidence all practicable steps are taken to ensure safe work practices, including hazard identification, accident, incident and near miss reporting for all events. |
| 1. **Other** | * To positively support the character and values of Kristin School. * Attend staff meetings if possible. * Other duties as requested by the Teachers, Administrator or Centre Manager. | * Evidence of attendance at Staff meetings if possible. |

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| **Key Selection Criteria** |
| **Qualifications, Training & Experience**   * Passion for working with children * Understanding of food preparation and kitchen hygiene * Recent National Police Vetting Check (with results considered satisfactory by the School) * First Aid certificate (undertaken with the School) |
| **Attributes and Skills**   * Willingness to help others as needed * Strong time management skills – ability to prioritise and deliver to deadlines on time * Confident with strong customer service focus * Ability to work independently and use initiative * High level of interpersonal skills and ability to work with a wide range of people * Ability to work in a busy environment with changing priorities; ability to be flexible * The proven ability to work as an effective and constructive team member * A genuine interest and willingness to engage in professional development and learning opportunities * Flexible, approachable and consistent in manner * A high level of energy and vitality. |