

**Kitchen Technician**

**POSITION DESCRIPTION | TE WHAKAATUARAKI MAHI**

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| **Position Details *(Ngā Taipitopito Tūranga)*** |
| Position Title | Kitchen Technician |
| Business Unit | School of Creative and Hospitality |
| Reports to | Programme Manager  |
| Location | Petone and other locations as required |
| **WelTec & Whitireia: Our Purpose *(Ko tōna iho)*** |

Whitireia Community Polytechnic (Te Kura Matatini o Whitireia) and Wellington Institute of Technology (WelTec) (Te Whare Wānanga o te Awakairangi) are highly respected institutes of technology established under the Education Act. In 2012 the institutes formed a strategic partnership to build on the strengths of the existing institutions through greater collaboration. The key driver of the partnership is putting students first and together we serve around 15,000 students every year in the Wellington region and across New Zealand.

WelTec and Whitireia change lives. We provide professional, vocational, and foundation education where students learn the real skills they need to build careers and successful productive lives. We work collaboratively with employers to ensure our training is relevant and we contribute to the economic and social well-being of our communities by providing people with the applied and life skills needed for success. We do this for school leavers, those in employment who are upskilling, and those returning to work or changing careers. We offer all levels from foundation courses to specialised Masters degrees, and in a huge range of subjects – from arts to veterinary nursing.

What we do is important and we are proud to be able to say that we do it very well – Whitireia and WelTec are consistently among the highest performing institutes of technology in New Zealand.

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| **Our Guiding Principles *(Ngā Mātāpono)*** |

We put people at the heart of everything we do. Key principles that underpin the way we operate include:

**Te Tiriti o Waitangi** – taking all practical steps to create and maintain a culturally sensitive environment for all who are part of what we do.

**Flexibility** – providing for the diverse needs of learners through blended and adaptable teaching and learning models and engaging and valuing students as individuals with unique needs and aspirations.

**Community engagement** – engaging actively with Iwi and priority groups to encourage participation and success; alignment with secondary schools to provide seamless transitions into tertiary study; close involvement with local communities and economic bodies.

**Active collaboration** – working hand-in-hand with industry and employers to ensure the relevance of ITP education to the needs of industry. Providing real-world learning experiences for students, increasing industry productivity through sharing knowledge and research and collaborating with Government to align with broader New Zealand objectives and resources.

**Leadership** – providing a framework and a vision for the ITP sector in New Zealand that garners support from education providers, Government, industry, learners, their influencers and the communities we serve.

**Advancement of New Zealand** – providing measurable economic and social benefit to New Zealand through increasing capability and employability of students, actively driving growth in international student engagement (onshore and offshore), building economic resilience, entrepreneurial capability and a skill base that is transferable and transportable on a global basis.

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| **Position Purpose *(Take Tūranga)*** |

To provide an effective and efficient service to the Centre, including Team Leader, Tutors/lectures and akonga on a day to day basis. You will also be required to investigate ways that the service could be improved.

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| **Key Accountabilities *(Ngā takohanga matua)*** |
| **Kitchen**1. Weigh and distribute foodstuffs and other commodities as required.
2. Assist with stocktaking.
3. Store foodstuffs and equipment safely and hygienically.
4. Maintain hygienic levels of cleanliness in the store, fridges and freezers.
5. Move packages and boxes, which often involves heavy lifting.

**Restaurant**1. Collect and distribute all laundry requirements.
2. Check all china, cutlery, flatware and hollow ware is correctly stored and available for service.

**Administration**1. Issue loan equipment to students and maintain loan records.
2. Collect, process and distribute packing slips, invoices and other documentation as required.
3. Maintain security of equipment and storage facilities.
* Move packages and boxes, which often involves heavy lifting.
* Recording of stocktake.
* Basic Data entry.
1. Other duties as required by the Programme Manager or Team Leader.
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| **Health and Safety*** Monitor equipment for health and safety purposes
* Monitor building and teaching spaces for health and safety purposes
* Ensure availability of Operating manuals/instructions for large equipment
* Maintain current personal health and safety certification
* Maintain knowledge of Health and Safety procedures, and actively support safe work practices in your work area.
* Take all practicable steps to ensure you don’t harm yourself or anyone else.
* Comply with Health and Safety procedures as outlined in Taikura, in particular reporting all incidents and proactively identify hazards and support their management.
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| **Te Tiriti o Waitangi*** Incorporate Te Tiriti o Waitangi in their practice as a kaiako in the New Zealand Tertiary educational setting.
* Understands and follows institutional protocols to collaborate with mana whenua
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| **Collaborative Relationships*** Develop and maintain strong, positive and collaborative relationships that enhance the strategic partnership of WelTec and Whitireia.
* Work with others collaboratively and constructively to achieve successful outcomes.
* Support the work of the Team and wider Institute campuses by actively learning and developing, and responding to constructive feedback in order to continually improve the quality of work produced.
* Develop and maintain the trust, respect and confidence of colleagues.
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| **Valuing and Nurturing Diversity*** Recognise and positively respond to the different needs of particular groups and individuals within the Institutes’ communities.
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| **Culture*** Support and maintain a culturally safe environment and recognise the role of the Treaty of Waitangi (Te Tiriti o Waitangi) in providing a framework for this in Aotearoa/New Zealand.
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| **Other Duties*** Any other duties as requested by the Technician Team Leader.
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| **Position Dimensions *(Te rahinga o te tūranga)*** |
| Financial delegations | Nil |
| HR delegations | Nil |
| Direct Reports | Nil |
| Key Internal Relationships | * Teaching and Learning staff including Head of School
* Hospitality administration staff
* Whitireia and WelTec staff
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| Key External Relationships | * Suppliers
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| **Person Specifications *(Tātai pūmanawa)*** |
| Qualifications and Experience | * Appropriate relevant experience
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| Personal Attributes | 1. a systematic and methodical approach to work.
2. good written and verbal communication skills.
3. ability to organise work achieve outcomes with a minimum of supervision
4. ability to work well in a team environment
5. ability to do heavy lifting of such things as kitchen stores.
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