



Position Description

Position	Chef
Position reports to	Catering Manager
Tenure	Permanent, term time, roster to be confirmed
Position Description Date	June 2025

About St Margaret's

Empowering girls to learn, live and lead lies at the heart of St Margaret's College's ambition. In a rapidly evolving social, economic, technological and environmental landscape, we adapt continuously to ensure our students are ready to make their way in the world, while upholding values that remain as important today as they did when our College was founded over a century ago.

Our Vision

To create empathetic, confident and connected global citizens who value personal excellence and strive to make a positive difference.

Our purpose

Empowering girls to learn, live and lead.

Our Values

Integrity – Kia pono, Excellence – Kia kairangi, Resilience – Kia manawaroa, Equality – Kia tōkeke, Higher purpose - Te pūtake.

Purpose of Position

To assist in the smooth running of the catering department by preparing, cooking and serving all meals for boarders, day girls, preschool and events. Providing a professional service for the catering department.

Key Accountabilities

Key Responsibility	Key Accountabilities
Prepare and cook food for the boarders and preschool, cafeteria and functions/events	<ul style="list-style-type: none">• SMC can offer Catering and service in other areas of the school• Always wear correct full chefs uniform including safety shoes and hat• Complete morning and evening cleaning checklist and Food Control Plan (FCP)• Prepare, cook and serve the daily food /meal (from breakfast to supper, functions, and preschool), depending on shift• Follow menus, recipes, and training• Help and support kitchen assistants• Ensure all food cooked is cooked correctly and on time• Clean benches and put away equipment or food as you work• Minimise waste, when safe to do so. Use leftovers or surplus stock• Assist other chefs when required• Prepare food/meals for the next day• Organise, prepare food, support set up and pack up for functions within the school• Attend team and full school meetings as required• Follow the duty list, completing daily jobs as outlined. Lists may change from time to time, and changes will be communicated



Weekend Duties	<ul style="list-style-type: none">• The weekend duties may also be required during the week• Refer to weekend duty list to ensure duties are carried out• Support kitchen assistants, ensuring all their duties are completed each day.
Catering Health and Safety	<ul style="list-style-type: none">• Follow the guidelines set out in the MPI Food Control Plan• Comply with the Catering Manual guidelines• As the weekend Chef in charge, you will be responsible for the team rostered to work with you and their/boarding students health and safety while in the kitchen/dining room• Ensure all incidents, injuries and near misses are reported into People Safe• Become a floor or building warden in emergencies.
Being part of the St Margaret's team	<ul style="list-style-type: none">• Actively, collaboratively and positively participate as a member of the team• Bring your positive attitude and best self to work each day• Proactively look for opportunities to improve processes• Perform any other reasonable duties as required by the Catering Manager to support the school• Comply with and support all health and safety policies, guidelines and initiatives• Adhere to all St Margaret College procedures, policies, guidelines, and standards of integrity and conduct.

Core behaviours

- **Teamwork** – identifies opportunities and takes action to build operational relationships between the school or teams to help achieve shared goals
- **Results focused** – sets challenging goals for self and understand performance expectations
- **Effective communication** – understand and communicates their role and message to the wider organisation
- **Team player** – relates well to people and is personable with a keen sense of humour, remaining calm and approachable. A readiness to support and promote the vision and values of the school
- **Resilience** – able to think logically and multi-task in time-critical and stressful situations
- **People focused** – have a natural empathy for people of all generations and an ability to listen and engage at every level.

Functional Relationships

- Catering Manager
- Catering department colleagues
- Executive Principal and General Manager
- All school staff
- External catering or facilities management if required

Qualifications & Experience

- Previous experience in a service industry as a chef, ideally catering for large groups, (6 years minimum)
- Ability to quickly establish credibility, have a personal impact and build excellent working relationship
- Strong multi-tasking skills and the ability to perceive where they need to undertake more tasks to accomplish the end task of a clean, prepared, and satisfied Catering department
- Experience in a working environment where everyone “mucks in” to achieve desired outcome
- Exceptional interpersonal skills
- Ideally experience working in a rostered shift environment that may involve weekend rosters
- Full NZ drivers' licence.