



Investing in the  
next generation

## Job Description

<b>Title</b>	Wainui Park Camp Cook
<b>Based at</b>	Y Wainui Park
<b>Reports to</b>	Wainui Park Supervisor
<b>Works with - internal</b>	Chief Instructor Team Leaders and Instructors Outdoors Manager Maintenance Manager Housekeeper
<b>Works with - external</b>	General public Schools Community groups Corporate groups Contractors
<b>Terms of Employment</b>	Fixed term to May 2023, full time. Permanent position for the right applicant (who has skill sets to cover basic maintenance in winter). Optional residential live-in role. Accommodation provided as part of remuneration. Available to work weekends and school holidays as needed
<b>Objective</b>	Making a difference by “investing in the next generation”
<b>Job Purpose</b>	To deliver high quality, nutritious and wholesome meals. Primarily the role is to provide the highest quality catering delivery, standards and services, adhering at all times to the Y values and purpose and to ensure that the relationship between the Y and relevant Y users is positive and meets expectations of both parties.

## Overview of Y Wainui Park

Y Wainui Park is a branch of the Y Christchurch – one of 5 core departments. The Y Christchurch is a community organisation that aims to enable individuals and families to develop mentally and spiritually and to enjoy a healthy quality of life.

Wainui Park also undertakes to be an industry leader in best practice – in safety systems & culture, outdoor educational excellence and environmental responsibility. For this to occur the Management and staff of the Centre need to foster a culture of continuous quality evaluation and industry awareness – as this is an area of work where legislation and requirements regarding health & safety are always changing, as are the expectations and needs of the customers.

Wainui Park's primary aim is to provide outdoor education for children & young people, while secondarily the camp provides programmes and services for family and adult groups – both community and corporate. The camp itself is a large property of about 12 hectares, with accommodation for up to 250 people over 3 different areas, providing catering services as well as outdoor programme instruction.

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## Key Tasks

- > Catering for school, community and corporate groups, including menu planning, budgeting, food orders, kitchen maintenance and hygiene, stock control and inventory. This catering is required to meet the dietary requirements of our groups.
- > Collaboration with the Wainui Park Supervisor to manage expenditure relating to catering and related cleaning.
- > Maintaining a high cleanliness standard across all kitchens onsite.
- > Deep cleaning of kitchens as and when necessary
- > Staff meetings and reporting to management as required
- > Supporting the Wainui Park Supervisor in the design and implementation of protocols related to catering during the Covid-19 pandemic.
- > Implementing and managing the Food Control Plan.
- > Ensuring paperwork related to catering is completed to industry standards in a timely manner.
- > Leading and overseeing staff members who are acting as assistants to the Wainui Park Camp Cook.
- > With the support of the Wainui Park Supervisor, plan and deliver Cooking Camps for young people during school holidays.
- > Contributing to the implementation of the Y Wainui Park mission and purpose and development of the future vision.

## Core Skills required

- > Efficient time management and organisational skills.
  - > Excellent communication skills and the ability to relate to people from different backgrounds.
  - > Practical knowledge and abilities related to the key tasks.
  - > Ability to plan expenditure within the confines of a budget.
  - > Excellent customer service skills including clear written communication with customers.
  - > Ability to be proactive and work individually and in a team environment.
  - > Computer literate – Ability to use Microsoft Word and Excel.
  - > Professional in attitude and behavior.
  - > Presentable in person and also in keeping public facing areas and Wainui accommodations clean, tidy and presentable.
  - > Personable: approachable and confident to approach others including giving instructions to others.
  - > Models positive behavior and attitudes, working with the Y core values.
  - > An understanding of Tikanga Maori and the principals of Te Tiriti o Waitangi.
  - > An understanding of Ara Taiohi and The Code of Ethics around Youth Work in Aotearoa
  - > Understand the Vulnerable Children’s Act and the YMCA’s stated objective to be a child-safe organisation.
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## Qualifications/Experience

- > Experience in catering and hospitality
  - > Current First Aid Certificate
  - > Full driver’s license preferable
  - > Clean police record / drug free
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## Job Pathways

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|-----------|---|
| Sideways: | Other catering roles within the Y portfolio   |
| Outwards: | Catering roles with other outdoor camps In NZ |
| Upwards:  | Wainui Park Supervisor                        |
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## Y Statement on Child Protection

Y Christchurch is committed to providing a Child Safe environment for all children who come into contact with the Y.

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## YMCA Statement on Covid-19 Vaccination

The working environment and high-contact nature of all roles within the Y Christchurch are at high risk of being exposed, and exposing others (including high risk persons), to COVID-19. The most effective way to manage this risk is to require all roles at the Y Christchurch be undertaken by persons who are fully vaccinated against COVID-19, as well as other precautionary measures. Therefore, it is a requirement that all prospective employees confirm their vaccine status with Y Christchurch as part of the pre-employment process.

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## Y Statement on Career Development:

- > The Y Christchurch 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.
- > This could be within the department they work in or more broadly to other Y departments or other Ys around New Zealand/the world.
- > 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.
- > We are in the early days of an evolving on-the-job training qualifications pathway which all staff are welcome to engage with, with the foundation aspects of customer service and health & safety being compulsory for all employees.
- > A leadership development programme for those in leadership roles or with leadership potential is available via application to the CEO, upon invitation.

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**Employee Signature**

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**Date**