



Edendale
Primary School

1 April 2019

Kia koutou,

Re: Garden to Table – Kitchen Specialist

We are excited to be part of the Garden to Table Trust programme which supports primary schools in teaching students how to grow, harvest, prepare and share good food, i.e. establish kitchen gardens and cooking programmes.

We currently have a Kitchen Specialist position available.
Monday to Thursday, 8:30am to 3:00pm – 24 hours a week.

We welcome applications from interested and suitably qualified parents.
All queries to Chriss on cbus@edendale.school.nz. Please forward a brief resume and letter of application by Monday, 8 April 2019. We may also advertise via the Central Leader.

Our lead teacher in this programme is Mr Jonathan Jackson, and the programme predominantly runs with the senior school Years 4-6 classes.

Please see attached job description for an outline of what the job might encompass.

Ngā mihi.

Nā.

Jonathan Ramsay
Principal | Tumuaki

KITCHEN SPECIALIST:

JOB DESCRIPTION



1. Be passionate and knowledgeable about food and have a willingness to learn, share and communicate this to students, teachers, the school and wider communities.
2. Liaise with the Garden specialist to plan the Garden to Table programme, including harvest requirements, timetabling, generally problem solving as well as initiating and planning up and coming events.
3. Liaise with classroom teachers regarding menu ideas, volunteers for each session and any student dietary requirements e.g. allergies
4. Structure the cooking class to allow time for the students in small groups to prepare, cook and share for food and allow time for cleaning up. Provide clear student friendly recipes for groups to follow.
5. Plan a menu for each session using produce from the garden, shopping for additional ingredients as required within a set budget, maintain a well-resourced dry pantry and prepare elements for each session as necessary.
6. Assist in recruiting, coordinating and supporting volunteers, both for the cooking sessions and the wider programme. Be prepared to run volunteer training sessions.
7. Record cooking sessions through liaison with the classroom teacher and students as well as through taking photographs, diaries, surveys etc.
8. Be resourceful and imaginative in providing a hygienic and safe kitchen area for student use. Instigate a regular cleaning and maintenance schedule for all kitchen equipment.
9. Provide initial and regular follow-up safety demonstrations, including knife skills and kitchen equipment. At all times promote and demonstrate good health and safety working practices. Be resourceful in obtaining sponsorship and donations and nurture community wide relationships. Fundraise where possible.
10. Facilitate open mornings, visits/tours and be prepared to demonstrate and talk about the Garden to Table programme with the wider community.
11. Meet with the Principal/Garden to Table coordinator when required. Provide reports/budgets/newsletters as agreed and generally promote the programme within the school community.
12. Liaise regular with the Garden to Table programme coordinator on how the programme is progressing and for any ongoing support and training.

