



Job Description – Learning Support [LNS] Specialist – School Lunches

Position Title	Leadership Support [LDS] Specialist – School Lunches
Reports to	LNS Leader K4L
Direct Reports	LNS Assistant School Lunches, LNS Assistant Kitchen Hand
Working Relationships	<p>External: K4L suppliers, School community and sector stakeholders as appropriate and necessary</p> <p>Internal: LNS Leader K4L, SLT, Hauora, Wellbeing, TWA</p>

Employment Status

Full-time: 40h/week, 52 weeks

Additional remuneration

Negotiable

Purpose of the position

To support the LNS Leader K4L so that assigned responsibilities, tasks and duties relating to Ka Ora Ka Ako school lunches are accomplished successfully and efficiently in a timely way.

Key Responsibilities	Appraisal Indicators
Familiarity and compliance with the School's Strategic Plan and policies	<ul style="list-style-type: none"> Practice reflects knowledge and sense of the Strategic Plan and current policies
Promotion of the AC Way	<ul style="list-style-type: none"> Practice, leadership, and disposition shows understanding and consistent engagement of the AC Way
General Responsibilities	<ul style="list-style-type: none"> Promotes an awareness of the bicultural nature of Alfriston College. Commits to on-going up-skilling Commits to on-going professional learning and development Promotes the health, safety and well-being of learners and other staff Responds to other duties as reasonably required by the employer

Tasks and Duties

Key Area	Tasks
<i>Working with the Ministry</i>	<ul style="list-style-type: none">● Collaborate with LNS Leader K4L and LNS Specialist Cafeteria Manager to ensure all school lunches food is produced and made available to our school community compliantly, efficiently and in a timely way including:<ul style="list-style-type: none">○ complying with MOE Ka Ora Ka Ako nutrition guidelines○ following the current approved Food Control Plan○ maintaining accurate records including production records, temperatures of healthy school lunches and equipment, and inventory of equipment, food, and other associated supplies○ complying with the current MOE approved 10-day Menu plan and making menu item substitutions as planned or negotiated with LNS Leader K4L● Collaborate with LNS Leader K4L to report on Ka Ora Ka Ako operations● Support LNS Leader K4L with additional targeted initiatives and programmes related to Ka Ora Ka Ako
<i>Working with the community</i>	<ul style="list-style-type: none">● Collaborate with LNS Leader K4L to lead and implement assigned key community K4L programmes, including Kids Can, Language Weeks, Festivals● Collaborate with LNS Leader K4L to ensure the efficient and appropriate engagement of K4L suppliers and contractors including<ul style="list-style-type: none">○ ordering of food and supplies○ managing working relationships and issues○ waste and surplus food management○ compliance● Engage with appropriate stakeholders to drive assigned AC K4L community engagement events

	<ul style="list-style-type: none"> • Co-construct with LNS Leader K4L appropriate additional targeted K4L initiatives and programmes
<i>Working with colleagues</i>	<ul style="list-style-type: none"> • Prepare schedules, and assigns, and delegates to and directs the work of LNS Assistant School Lunches, LNS Assistant Kitchen Hand • Ensure the compliant and appropriate operation of the K4L food production and distribution including: <ul style="list-style-type: none"> o inducting, instructing and mentoring K4L employees in performing assigned tasks o ordering of K4L food and supplies o preparation and maintenance of inventories, records and required reports o accounting for receipts and invoices o preparation and serving of all K4L food o storage and care of K4L foods and supplies o maintenance and upkeep of all K4L assets, equipment and resources o maintenance and cleaning of the K4L serving spaces, storage and associated areas o efficient delivery and distribution of school lunches across school • Engage with appropriate staff to drive assigned AC K4L school-wide and community engagement events

Declaration:

Approved by:	
Date approved:	
Reviewed:	
Appointee:	
Date appointed:	