



## Tira Ora Adventure Holidays

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### Job Description

<b>Title:</b>	<u>Catering Coordinator</u>
<b>Organisation:</b>	Tira Ora Adventure Holidays
<b>Location:</b>	Tira Ora Lodge, North West Bay, Pelorus Sound, Marlborough, New Zealand
<b>Hours of employment:</b>	9am Monday, 22 September 2003 – 2:30pm Friday, 26 September 2003.
<b>Background:</b>	Tira Ora Adventure Holidays was established in 2002, and became an incorporated charitable trust in May 2003. Our main objective is to care for children through organised programmes that are adventurous, educational, and safe. We achieve this by organising and running school holiday camps for 8 – 13 year olds every school holiday.

#### Key Responsibilities:

- Prepare the breakfast, lunch, and dinner for children and staff members during the school holiday programme.
- Assist with planning a nutritious menu that keeps within the catering budget.
- Carry out the stated Daily Kitchen Duties.
- Be aware of any food allergies and food requirements a child may have.
- Uphold all standards of a staff member as stated in the policies and procedures manual.
- Keep all camp areas clean and safe.
- Perform duties assigned by the programme coordinators.
- Fill in for other staff as needed.
- Help set-up for camp activities.
- Participate in activities with enthusiasm.

Tira Ora Adventure Holidays  
Tira Ora Lodge  
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Havelock, 7154  
Marlborough  
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Please contact the above address for an application form.

Applications close 5pm, Tuesday 22 August 2003.