

<b>Title</b>	<b>Prepare and provide kai service, with limited supervision, for manuhiri</b>		
<b>Level</b>	<b>3</b>	<b>Credits</b>	<b>10</b>

<b>Purpose</b>	People credited with this unit standard are able to, in accordance with kawa and tikanga: prepare wharekai for service, serve kai, clear tables, and clear wharekai after service, in accordance with kawa and tikanga.
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<b>Classification</b>	Manaaki Marae - Marae Hospitality > Manaaki Marae - Takatū Kai
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<b>Available grade</b>	Achieved
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## Guidance information

### 1 Definitions

*Kawa* are the protocols or customs of the marae (and inside the wharenuui); particularly those related to formal activities such as pōwhiri, karanga, whaikōrero, mihi, hākari, etc. *Kawa* can be particular to marae, and may vary amongst whānau, hapū, and iwi.

*Tikanga* are cultural practices and procedures exercised by Māori in their daily lives. These practices reflect the concepts upon which they are based and provide guidelines for appropriate behaviour in Māori society. They also prescribe consequences for any breaches or when tikanga is not followed. They can be particular to a rohe, iwi, hapū, whānau, or marae.

*Mahi tahi* refers to working together, collaboration or team work (for a common goal or outcome).

*Mana of kai* refers to the spiritual power of kai, which is used to nourish and sustain the mauri and wairua of people (not just the tinana), in addition to whakanoa. As such, one should always have respect for kai (do not be wasteful) and acknowledge its provision.

*Tuakana/teina* refers to the traditional relationship between older (tuakana) and younger (teina) relatives of the same gender. The concept stresses the importance of seniors mentoring juniors for joint benefit, and in the context of ako (teaching and learning). For the purpose of this standard, it's about those with more experience guiding and assisting those with less experience, showing initiative and demonstrating the accepted standard for hosting manuhiri.

*Whanaungatanga* refers to a sense of family connection and relationships. It is the development and maintenance of these connections/relationships through communication, shared experiences, and working together. This development and maintenance creates unity, bonding and a sense of belonging.

### 2 This unit standard is intended for learners who will carry out a range of activities independently, with limited supervision and guidance in a wharekai.

- 3 Reference  
*Te Kai Manawa Ora – Marae Food Safety Guide* (July 2013). Ministry for Primary Industries (available online from <http://www.mpi.govt.nz/food-safety/food-act-2014/marae-food/> or <https://www.mpi.govt.nz/food-safety/community-food/marae-food-safety/>).
- 4 Legislation and regulations to be complied with include but are not limited to the Food Act 2014, Health and Safety at Work Act 2015. This may be demonstrated by the candidate demonstrating appropriate health, safety, and hygiene techniques at all times.
- 5 Manaaki is an ethic of thoughtfulness, generosity and caring for others. Manaaki manuhiri links this ethic directly to Māori well-being, to the marae and the mana of its people. This proverb, 'ka tika ā muri, ka tika ā mua' best describes this significant aspect of the Māori value system, ensuring the front and back of the marae (both of which are interdependent), work together to provide for its guests. It is characterised through the acts of hospitality and demands excellence of the hosts so as to uphold their mana, the mana of all guests, and (therefore) of the marae itself. The basic principles underpinning manaaki (in a marae context) are common, but while there are some constants, the details of its execution may differ. These differences may be at a rohe, iwi, hapū, whānau, or marae level.

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## Outcomes and performance criteria

### Outcome 1

Prepare wharekai for service in accordance with kawa and tikanga.

### Performance criteria

- 1.1 Whanaungatanga with other kaimahi is demonstrated when preparing the wharekai.
- Range tuakana-teina concept, mahi tahi, helping others to meet team objectives.
- 1.2 Participation in briefing prior to service is demonstrated.
- Range briefing may include but is not limited to – kaupapa of the hui, relationship to manuhiri, menu items, special dietary requirements, potential hazards, evacuation routes, responsibilities.
- 1.3 Tables, chairs, and/or other furniture are set out in accordance with hui requirements and manuhiri numbers.
- 1.4 Table items are placed in terms of menu requirements.
- Range may include but is not limited to – cutlery, crockery, glassware, serviettes, condiments, table layout.

- 1.5 Items required for beverage service are prepared in accordance with hui requirements.
- 1.6 Service equipment is checked to ensure it is clean and ready to use.
- Range service equipment may include but is not limited to – trays, service cloths, pen, notepad.

## Outcome 2

Serve kai in accordance with kawa and tikanga.

### Performance criteria

- 2.1 Whanaungatanga with other kaimahi is demonstrated during the serving process.
- Range tuakana-teina concept, mahi tahi, helping others to meet team objectives, checking with kitchen to ensure food is served on time.
- 2.2 Manuhiri are served kai in a polite and helpful manner, and with minimal disruption.
- Range may include but is not limited to – knowledge of menu items, responding to enquiries and requests, kai served on time, manuhiri seated in orderly fashion, reporting allergies or special dietary requirements.
- 2.3 Beverages are served according to the requirements of the hui and manuhiri.
- 2.4 The mana of kai is acknowledged and respected during the serving process.

## Outcome 3

Clear tables in accordance with kawa and tikanga.

### Performance criteria

- 3.1 Whanaungatanga with other kaimahi is demonstrated when clearing tables.
- Range tuakana-teina concept, mahi tahi, helping others to meet team objectives.
- 3.2 Tables are cleared safely and with minimum disturbance to manuhiri.
- 3.3 Beverage items are cleared safely.
- Range may include using a service tray or trolley.

**Outcome 4**

Clear wharekai after service in accordance with kawa and tikanga.

**Performance criteria**

- 4.1 Whanaungatanga with other kaimahi is demonstrated when clearing and cleaning the dining and service areas.
- Range tuakana-teina concept, mahi tahi, helping others to meet team objectives.
- 4.2 Leftover kai is stored or disposed of in accordance with food safety legislation.
- 4.3 Rubbish is deposited, and recycling is sorted, in correct location and in a safe and hygienic manner.
- 4.4 Service equipment is cleaned and correctly stored in accordance with wharekai requirements.
- Range may include but is not limited to – depositing linen ready to be laundered, cleaning and drying service trays, returning aprons.
- 4.5 The wharekai dining and service areas are cleaned, and furniture is stored or made ready for the next hui.
- 4.6 Participation in debrief after service is demonstrated.
- Range feedback, suggestions for improvement.

<b>Planned review date</b>	31 December 2023
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**Status information and last date for assessment for superseded versions**

Process	Version	Date	Last Date for Assessment
Registration	1	26 July 2018	N/A

<b>Consent and Moderation Requirements (CMR) reference</b>	0226
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

**Comments on this unit standard**

Please contact NZQA Māori Qualifications Services [mqs@nzqa.govt.nz](mailto:mqs@nzqa.govt.nz) if you wish to suggest changes to the content of this unit standard.