



Presbyterian Support
Otago

MISSION

In obedience to the will of God and in fellowship with Jesus Christ, the Mission of Presbyterian Support is

TO OFFER NECESSARY AND EFFECTIVE SOCIAL SUPPORT TO THE PEOPLE OF OTAGO

JOB DESCRIPTION

Job Title: Cook

Location:

Responsible To: Kitchen Supervisor; Manager

Responsible For: No other staff

Hours: As rostered

KEY TASKS AND PERFORMANCE MEASURES

1. To provide an efficient and effective food service.

Performance Measures

This task is achieved by:

- 1.1 Ensuring Menu is presented in an appetising manner
- 1.2 Cleaning all permanent surfaces, benches, floors, walls etc as per cleaning schedule
- 1.3 Cleaning of all fixtures and fittings - sinks, bainmaries, hand basin, fridge, freezer, coolroom, etc as per cleaning schedule

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- 1.4 Washing dishes utilising Starline dishwasher
- 1.5 Cleaning other kitchen utensils and equipment
- 1.6 Setting up tea trolleys as per schedule
- 1.7 Ensuring the kitchen is left in a clean and tidy condition at the end of the shift
- 1.8 Ensuring dry foods, chilled foods, raw foods and others are stored according to Presbyterian Support standards
- 1.9 Preparing food and serving meals utilising correct and appropriate food handling practices
- 1.10 Ensuring salads and sandwiches are presented in an attractive way
- 1.11 Ensuring foods are provided for specific dietary needs
- 1.12 Arranging catering and presenting food for specific occasions as directed by Kitchen Supervisor
- 1.13 Liaising with other staff about residents' daily activities and meeting nutritional needs in a flexible manner
- 1.14 Undertaking any other duties as directed by Kitchen Supervisor
- 1.15 Following duty list as is appropriate for particular shift

2. To provide a safe and cost effective environment.

Performance Measures

This task is achieved by:

- 2.1 Maintaining kitchen equipment in a clean, safe working order
- 2.2 Reporting any equipment faults or maintenance requirements to Kitchen Supervisor
- 2.3 Participation in Iona's Quality programme
- 2.4 Ensuring the effective and efficient use of kitchen supplies and resources
- 2.5 Ensuring hats and gloves provided are worn at all times, when working in the kitchen

- 2.6 Ensuring standards of food hygiene, food handling and cleaning as set out by Presbyterian Support and Department of Health are being met in the kitchen

3. To support a healthy functioning environment.

Performance Measures

This task is achieved by:

- 3.1 Demonstrating a commitment to Presbyterian Support's Mission Statement
- 3.2 Effective communication with staff, residents, family/whanau and friends
- 3.3 Promoting good public relations at Iona

4. To provide professional development.

Performance Measures

This task is achieved by:

- 4.1 Identifying own educational and personal development needs
- 4.2 Participation in Inservice Education that is relevant to the position
- 4.3 Participation and attendance at staff meetings
- 4.4 Maintaining organisational and professional confidentiality
- 4.5 Providing a photocopy of appropriate qualifications and other educational certificates for personnel file
- 4.6 Maintaining a high level of personal hygiene and presenting a neat appearance at all times
- 4.7 Participating in a Performance Review on an annual basis

AUTHORITIES

- Expenditure: approves routine expenditure within budgetary limits
- Staff Appointments: appoints staff with reference to Manager
- Staff Dismissal: Does not dismiss staff
- Contractual: Able to commit the organisation to a supply contract within budgetary limits

KEY PERSONAL ATTRIBUTES

- | | |
|---|---|
| {SYMBOL 183 \f "Symbol" \s 12 \h}
Objectives of Iona | Commitment to the Philosophy and Objectives of Iona |
| {SYMBOL 183 \f "Symbol" \s 12 \h}
programme | Commitment to the Quality |
| {SYMBOL 183 \f "Symbol" \s 12 \h} | Experience in food handling service |
| {SYMBOL 183 \f "Symbol" \s 12 \h}
in our care | Genuine interest in the older people |
| {SYMBOL 183 \f "Symbol" \s 12 \h}
adaptability | Enthusiasm, sensitivity, flexibility and |
- Ability to work as a team member

This job description may be reviewed and altered at any time by the Manager in consultation with the employee.

October 1997

Signed: Employee

Signed: Employer

Date: