



POSITION DESCRIPTION

Kitchen Assistant

Mission

Motivated by our Christian heritage, and in partnership with others, we work across the generations for positive change, strong families and healthy communities.

Whakatakanga

Mai i aua whakapono a te karaitianatanga me aua rangapu o o ratou, kia mahi tahi ai i te tahataha o nga reanga katoa hei whakaumu pai, hei whakapakari ai te whanau nga hapori hoki.

Vision

Presbyterian Support Otago works for a fair, just and caring community.

MoeMoea

Kaihapai Perehipitiriana o Otakou i mahi ai mo te tika me te hapori e manaaki ana.

Location	Name and address of facility
Purpose of position	To provide an efficient and effective food service, presenting meals in an appealing and appetizing manner, in accordance with the Enliven Philosophy
Reports to	Food Services Manager / Supervising Cook / Manager
Responsible for	Nil
Key Relationships	Residents and their family/whanau, friends Other site staff Other Presbyterian Support Otago staff Suppliers Members of the public
Hours and days of work	As per letter of offer of employment

Quality Service	
Key Accountabilities	Expected Outcomes
Provide an efficient and effective food service	<ul style="list-style-type: none"> • All duties and tasks performed satisfactorily within the allocated time frames. • Food is prepared and served, utilizing appropriate food handling practices • Ensuring you follow relevant policies, procedures and guidelines at all times • Maintaining a high level of personal hygiene and presenting a neat appearance at all times • Carrying out daily work schedules and completion of all tasks in a thorough manner • Undertaking other appropriate duties as directed by the Food Services Manager / Supervising cook and as training, expertise and confidence allow • Working in a safe and tidy manner, cleaning as you go. Ensure that the kitchen is left in a clean and tidy condition at the end of the shift • Washing dishes & replenishing dishwasher chemicals as required. • Ensuring food is served according to residents' specific dietary needs and presented in an attractive way • Ensuring all processes are consistent with the Home's Food Safety Plan • Ensure that environment and equipment is maintained in a safe condition, reporting any concerns to the senior person on shift
Health and Safety	
Key Accountabilities	Expected Outcomes
<p>Promote health and safety in the workplace and comply with all legislative, contractual, standards based and internal policy requirements relating to health and safety</p> <p>Work safely to eliminate or reduce the risk of injury to yourself and others</p>	<ul style="list-style-type: none"> • Reporting and documenting accurately, as soon as possible and on the same day, all incidents and accidents according to the incident/accidents reporting policy, and encouraging other staff to do so • Promptly notifying the supervisor of new hazards or changes to existing hazards in the workplace • Ensure you work to control hazards (as detailed in the Significant Hazard Register) and adhere at all times to specific instructions relating to the use of equipment and machinery. • Attending compulsory in-service training and being aware of emergency preparedness requirements • Attending other in-service training as agreed with your Manager • Ensuring care is taken to look after equipment (including vehicles), cleaning, maintaining and storing it in a safe condition, and reporting any concerns • Ensuring any chemicals are used and stored correctly, and complying with instructions on Safety Data Sheets (SDS)

	<ul style="list-style-type: none"> • Otherwise fulfilling all obligations related to your position as outlined in relevant policies
Right Relationships	
Key Accountabilities	Expected Outcomes
<p>Develop and maintain appropriate professional relationships with colleagues, residents and others to contribute to a harmonious atmosphere</p>	<ul style="list-style-type: none"> • Demonstrating commitment to Presbyterian Support Otago’s (PSO) mission, vision and values, and promoting its good reputation through appropriate behaviours • Developing trusting, professional relationships with residents, their family/whanau and friends while maintaining professional boundaries • Respecting and understanding people’s differences, and demonstrating understanding of the Treaty of Waitangi/Te Tiriti o Waitangi and others’ unique cultures • Developing and maintaining good team work and professional working relationships with other staff members and volunteers • Demonstrating courtesy in all interactions • Assisting with the orientation of newly appointed staff as required • Sharing relevant knowledge with other staff • Ensuring you maintain privacy and confidentiality of information at all times
Learning and Development	
Key Accountabilities	Expected Outcomes
<p>To keep abreast of current knowledge and skills, taking advantage of appropriate and relevant training</p>	<ul style="list-style-type: none"> • Completing orientation training and assisting others to do so • Identifying your personal development needs and participate in training sessions to achieve your personal development objectives, including completing a national qualification as appropriate • Participating in compulsory training on an annual basis • Participating in other training sessions as identified in your personal development objectives. • Participating in regular performance appraisals • Identifying your own personal development needs • Attending staff meetings to be well-informed and following through on any outcomes • Looking for ways to improve the service and bringing those ideas to the senior person on duty • Assisting with quality improvement projects as required

PSO Generic Competencies	
Key Competencies	
The organisational competencies are behaviours and skills expected to be demonstrated by an ideal, professional job-holder and are linked to the Performance Management System.	
Key Accountabilities	Expected Outcomes
Relationship building and personal integrity	Relates readily and respectfully to others, builds effective relationships, understands their significance to the organisation, and demonstrates trustworthiness, honesty and discretion.
Team work	Demonstrates commitment to team-work, and our 'one team' philosophy, where individual teams work together but are also part of the collective team.
Communication	Practises relevant interpersonal and written communication so that others are informed, involved, respected and valued.
Leadership and strategic thinking	Provides strong, positive, proactive leadership with a long-term approach that is aligned with our mission and culture.
People management	Selects the right people, and manages them effectively so that they feel valued, make a positive contribution, and are committed to continuous improvement.
Service focus	Demonstrates commitment to being 'of service' to our people both inside and outside our organisation, supporting them and making a positive difference for them.
Confidence, resilience and emotional intelligence	Reflects on own behaviour and its impact on others, and demonstrates confidence in own ability and ideas, while being prepared to overcome challenges positively.
Personal effectiveness	Manages personal ability to meet job outcomes effectively, is accountable, punctual, and maintains an appropriate level of personal presentation.
Learning and developing	Learns from experience and shares knowledge, suggests or implements improvements appropriately and seeks opportunities for self-development and career enhancement.
Problem-solving and responding to change	Uses sound judgement and a systematic approach to problem-solving, and responds well to change.
Technical/professional knowledge and skills (specific to each role)	Demonstrates the necessary expertise to carry out the position's technical responsibilities and deliver on key accountabilities both professionally and effectively.
Leadership and strategic thinking	Relates readily and respectfully to others, builds effective relationships, understands their significance to the organisation, and demonstrates trustworthiness, honesty and discretion.
Embracing Diversity	Interacts and deals effectively with all people regardless of race, nationality, culture, disability, age, gender, orientation or political views
Ideal Applicant Specification, Education, Skills and Experience	

- Being committed to PSO’s vision and values, and to the total wellbeing of the people in our care
- Holding unit standard 167 food handling qualification or working towards this
- Treating everyone with respect and dignity
- Promoting PSO’s good reputation and having a sense of pride in working for PSO
- Being honest and of good character
- Developing and maintaining good relationships with people
- Communicating effectively with everyone
- Being innovative and responsive to individual needs
- Respecting the confidentiality of both personal information at all times, inside and outside the workplace
- Demonstrating good time management skills and being able to prioritise effectively
- Demonstrating initiative and getting on with whatever needs to be done
- Working within professional boundaries at all times
- Always learning, and reflecting that learning in their practice
- Looking for opportunities to improve the quality of service
- Working cooperatively within a team and also being able to work independently
- Being able to work under pressure and manage the physical demands of the position
- Maintaining the highest standards in food preparation

Following consultation, this position description may be reviewed and altered at any time

Expenditure	Delegated Authority	Contractual
May authorise expenditure up to: <ul style="list-style-type: none"> • Not Applicable 	Has delegated authority to: <ul style="list-style-type: none"> • Not Applicable 	Has authority to: <ul style="list-style-type: none"> • Not Applicable

Print name
(Employee)

Signed:

Print name
(Employer)

Signed

Date: